

DOCUMENT RESUME

ED 063 505

08

VT 015 712

TITLE Business and Office Education--Instructional Materials.

INSTITUTION Ohio State Univ., Columbus. Center for Vocational and Technical Education.

SPONS AGENCY National Center for Educational Research and Development (DHEW/OE), Washington, D.C.

REPORT NO Bib-Ser-9

BUREAU NO BR-7-0158

PUB DATE 72

GRANT OEG-3-7-000158-2037

NOTE 127p.; Compilation of Abstracts from Abstracts of Instructional Materials in Vocational and Technical Education, 1967-1971

AVAILABLE FROM Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

EDRS PRICE MF-\$0.65 HC-\$6.58

DESCRIPTORS *Abstracts; Adult Education; *Business Education; Career Education; *Indexes (Locaters); *Instructional Materials; Office Occupations Education; *Resource Guides; Secondary Grades

ABSTRACT

This compilation presents over 200 resumes of instructional materials in business and office education, which have appeared quarterly in "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM), Fall 1967 through Fall 1971. Resumes cover a broad range of fields and occupations such as accounting, bookkeeping, business administration, office management, recordkeeping, and stenography. The resumes are arranged in ascending order according to an accession number and include the following information: (1) author(s), (2) title, (3) institutional source, (4) sponsoring agency, (5) grant, contract, and program area numbers, (6) report and bureau numbers, (7) sources of availability, (8) descriptors and identifiers which characterize the contents of the document, and (9) an abstract of the document. Author, subject, and conversion of document number indexes are included to help locate the abstracts by page number and accession number. The full texts of documents are available from the original sources or from ERIC Document Reproduction Service (EDRS) as microfiche or xerox reproductions. A sample resume and ordering information for AIM and EDRS reproduction are provided in an introductory section. (SB)

ED 063505

BUSINESS AND OFFICE EDUCATION

from

AIM
1967-1971

BIBLIOGRAPHY SERIES NO. 9

MISSION OF THE CENTER

The Center for Vocational and Technical Education, an independent unit on The Ohio State University campus, operates under a grant from the National Center for Educational Research and Development, U.S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach and interinstitutional in its program.

The Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.
- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.
- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.
- Providing a national information storage, retrieval and dissemination system for vocational and technical education through the affiliated ERIC Clearinghouse.

Bibliography Series No. 9

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRO-
DUCED EXACTLY AS RECEIVED FROM
THE PERSON OR ORGANIZATION ORIG-
INATING IT. POINTS OF VIEW OR OPIN-
IONS STATED DO NOT NECESSARILY
REPRESENT OFFICIAL OFFICE OF EDU-
CATION POSITION OR POLICY

BUSINESS AND OFFICE EDUCATION

INSTRUCTIONAL MATERIALS

a compilation of abstracts from
ABSTRACTS OF INSTRUCTIONAL MATERIALS
IN VOCATIONAL AND TECHNICAL EDUCATION
1967 - 1971

The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road
Columbus, Ohio 43210

1972

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

A FINAL REPORT
ON A PROJECT CONDUCTED UNDER
Project No. 7-0158
GRANT NO. OEG-3-7-000158-2037

The material in this publication was prepared pursuant to a grant with the Office of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Office of Education position or policy.

U.S. DEPARTMENT OF
HEALTH, EDUCATION AND WELFARE

Office of Education
National Center for
Educational Research
and Development

PREFACE

Finding and using relevant information frequently is a major task for curriculum specialists, teachers, administrators and students. The Center for Vocational and Technical Education is dedicated to make useful and vital information accessible so that educators may use it to improve school practices.

The Center has assembled, under one cover, instructional materials specific to the field of business and office education. These items, in the form of abstracts, are selections from Abstracts of Instructional Materials in Vocational and Technical Education (AIM). Since 1967, The Center has presented AIM quarterly, in the form of collections of abstracts of documents from all areas of vocational and technical education.

Other publications in the series, of which this is a part, include compilations of abstracts of instructional materials for agricultural education, distributive education, health occupations education, home economics education, industrial arts education, and trade and industrial education. Compilations of instructional materials on any topic from the AIM document collection now are feasible and plans are being developed for possible future publication on such topics as occupational clusters, educational levels, and special problem areas.

Members of the profession are encouraged to forward instructional materials for possible inclusion in future issues of AIM to the Acquisitions Specialist at The Center. We are indebted to our colleagues in business and office education for providing us instructional materials for past issues of AIM. We also appreciate the contributions of instructional materials laboratories, local school systems and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor
Director
The Center for Vocational and
Technical Education

TABLE OF CONTENTS

PREFACE	iii
INTRODUCTION.	v
SAMPLE RESUME	vi
SUBSCRIPTIONS TO AIM.	vii
ORDERING THE FULL TEXT OF CITED DOCUMENTS	vii
ABSTRACTS	1
INDEXES	69
SUBJECT INDEX.	70
AUTHOR INDEX	101
CONVERSION OF DOCUMENT NUMBER INDEX	116

INTRODUCTION

Instructional materials for business and office education that have appeared quarterly in Abstracts of Instructional Materials in Vocational and Technical Education (AIM) between the Fall 1967 and Fall 1971 issues are presented in this single volume for your convenience.

This compilation of abstracts of over 200 documents in your field includes such specific areas as: accounting, bookkeeping, business administration, business English, business responsibility, clerical occupations, data processing, office management, recordkeeping, and secretaries and stenography.

The indexes help you to locate the abstracts by page numbers and VT numbers. Index terms used in the subject index are ERIC descriptors. Each document has been assigned several of these descriptors; therefore, each document title appears in the subject index several times.

An abstract presents information about a document's content to help you to decide if you want to read the full text of the document. The abstract is part of the resume which provides information about the document, its source and availability. Abstracts are arranged in ascending VT-number order. A sample resume, following this Introduction, is explained in detail.

The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or xerox reproductions. Ordering information for AIM and EDRS reproductions is provided in a following section.

SAMPLE RESUME

Accession Number -- identification number sequentially assigned to reports as they are processed.

Author(s) -- VT 013 122 ED 052 327 Richards, F.L.

Report Number and Bureau Number would appear here.

Publication date and total number of printed pages.

Identifier, if any -- acronyms, geographical areas, organizations, tests (e.g. Binet), etc. Only major identifiers preceded by an asterisk are in the index.

Abstract -- a condensation of the report. When applicable, it includes the purpose, means of development, teacher competency, student requirements, and description of supplementary materials if available.

If ED is followed by numbers, item has been announced in Research in Education. IF ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title.

Institutional source--the organization responsible for the report.

Sponsoring agency--appears here when different from Institutional source.

Grant Number, Contract Number, and Program Area Number would appear here.

Available source(s) if known at time of printing. Cost is included.

Descriptors--subject terms assigned to characterize substantive contents. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstract - Intended to suggest subject matter content of courses or programs in ornamental horticulture for high school and postsecondary vocational-technical programs, this curriculum guide was prepared by staff members of the Agricultural Education Department at the Pennsylvania State University, and tested in a workshop with vocational agriculture teachers. Contents are: (1) Outlines of Courses in Ornamental Horticulture, (2) Ornamental Horticulture Programs for Grades 10, 11, and 12, (3) Nursery Production . . . The content is presented in outline form under each topic, and is applicable to the United States and lower Canada. (GB)

Abstractor's initials.

SUBSCRIPTIONS TO AIM

Abstracts of Instructional Materials in Vocational and Technical Education (AIM), upon which this publication is based, may be ordered by subscription at \$11.00 for one year, \$18.00 for two years, or \$27.00 for three years. Back orders are available beginning with the Fall 1968 issue. These back issues provide indexes to, and abstracts of, instructional materials for all of the occupational service areas.

Volume 5, Number 1 (1972) will announce instructional materials not covered by previous issues or in this publication.

Subscription orders, accompanied by check or purchase order, may be placed with:

AIM
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

ORDERING THE FULL TEXT OF CITED DOCUMENTS

All documents cited in this publication are available in their full text. Availability is by one of the options listed below:

1. Some documents are available in their original form from the supplier as shown in the abstract. This is usually the only source for documents not available on microfiche.
2. Most ED-numbered documents are available on microfiche at 65 cents per title from--

ERIC Document Reproduction Service (EDRS)
P.O. Drawer 0
Bethesda, Maryland 20014

Paper copy (xerox) is available from EDRS at \$3.29 per 100 pages or fraction thereof. Orders must specify ED number. A sample order form is enclosed.

3. Documents with VT numbers only are not available as individual microfiche, but most are part of VT-ERIC microfiche sets.
 - a. VT-ERIC microfiche sets each have an ED number.
 - b. Most VT-numbered documents (without an ED number) are contained within the VT-ERIC microfiche set for the issue of AIM in which they were announced.
 - c. The Document Number Index in this publication identifies the ED number of the VT-ERIC microfiche set for each VT number.
4. VT-ERIC microfiche sets are available--
 - a. In any complete collection of ERIC microfiche.
 - b. As VT-ERIC microfiche sets purchased individually.
 - c. From institutions (e.g., state research coordination units) which have the VT-ERIC microfiche sets and are willing to provide microfiche duplicates of individual VT-numbered documents.

Prices Of VT-ERIC Microfiche Sets

<u>ED Number</u>	<u>Price</u>	<u>ED Number</u>	<u>Price</u>
ED 013 339	\$17.38	ED 037 585	\$51.26
ED 015 349	36.08	ED 041 177	42.02
ED 017 746	48.84	ED 042 931	46.20
ED 020 442	47.08	ED 045 856	41.80
ED 022 971	34.10	ED 049 382	34.54
ED 028 305	36.74	ED 052 382	52.80
ED 030 770	49.94	ED 053 339	48.18
ED 032 434	75.46	ED (See February '72 RIE	
ED 034 074	62.04	for number)	67.98

(Prices effective June 1971)

LEASCO INFORMATION PRODUCTS, INC.

P.O. Drawer 0, Bethesda, Md 20014

ERIC REPORTS
ORDER BLANK

BILL TO: _____

SHIP TO: _____

PURCHASE ORDER NO. _____

MATERIAL REQUESTED					HOW TO ORDER	
ITEM	Document	Number of Copies		DOCUMENT PRICE (see reverse)	TOTAL PRICE	
	ED Number	MF	HC			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
☐ TAX NUMBER _____ ☐ DEPOSIT ACCT. NUMBER _____ ☐ CHARGE (OVER \$10.00) _____ ☐ CHECK NUMBER _____				SUB-TOTAL		
				TAX		
				TOTAL		

Orders are filled only from ED accession numbers. Titles are not checked. *Please be sure you have supplied the correct numbers.*

To order ERIC REPORTS include complete information for all order form items. Please print or type all information clearly.

1. Complete "bill to" and "ship to" addresses. Be sure to complete "ship to" address if different from "bill to". A like "ship to" address may be completed as "SAME". Include zip code.

2. Order document by printing ED number in designated space. ED accession numbers are listed in Research in Education (RIE). RIE may be purchased from: Superintendent of Documents, GPO, Washington, D.C. 20402.

3. Include number of copies (1, 2, 3, etc.) to be ordered in appropriate space. Use MF space for microfiche copies, use HC space for hard copy (paper). Check RIE for availability of document in MF and HC.

4. Include document price from the rate schedule. (Refer to price schedule on back.) Prices published in RIE through April 1, 1971 are incorrect. Consult May 1971 and later issues for correct pricing.

5. Some ED numbers include a series of titles and will be billed by title not ED number. A list of applicable ED numbers is available.

6. Extend number of copies and document price for total price for each title.

7. Add items 1 through 15 and insert amount in "Sub-Total" box.

8. Add state sales tax for Illinois and Maryland or check box and cite tax exemption number for Illinois and Maryland only.

9. Add "Sub-Total" and "Tax" and insert amount in "Total" box.

10. Indicate payment method desired. Payment must accompany all orders of \$10.00 or less.

11. SIGN AUTHORIZATION and date order.

12. Include only 15 titles per form. Complete and sign additional forms if required.

13. Quality warranty. LIPCO will replace products returned because of reproduction defects or incompleteness. The quality of the input document is not the responsibility of LIPCO. Best available copy will be supplied.

AUTHORIZATION _____ DATE _____

TITLE OR DEPT. _____

MAKE ALL CHECKS PAYABLE TO
LEASCO INFORMATION PRODUCTS, INC.

ABSTRACTS

VT 000 064

A GUIDE -- COOPERATIVE BUSINESS EDUCATION IN FLORIDA HIGH SCHOOLS. (BULLETIN 73H-4).

FLORIDA STATE DEPT. OF EDUCATION,
TALLAHASSEE. DISTRIBUTIVE, COOPERATIVE,
BUSINESS

PUB DATE - JUL 65 139P.

DESCRIPTORS - *COOPERATIVE EDUCATION;
*BUSINESS EDUCATION; *OFFICE OCCUPATIONS
EDUCATION; HIGH SCHOOLS; UNITS OF STUDY
(SUBJECT FIELDS); PROGRAM COORDINATION;
*ADMINISTRATOR GUIDES; EDUCATIONAL
FACILITIES; *CURRICULUM GUIDES; PROGRAM
DEVELOPMENT; RECORDS (FORMS); COORDINATORS
IDENTIFIERS - FLORIDA

ABSTRACT - SOME OF THE SUPERIOR PRACTICES WHICH CHARACTERIZE OUTSTANDING BUSINESS EDUCATION PROGRAMS IN FLORIDA ARE DESCRIBED IN ORDER TO ASSIST TEACHER COORDINATORS IN ORGANIZING AND CONDUCTING EFFECTIVE PROGRAMS. SECTION I GIVES THE PURPOSE AND OBJECTIVES OF THE PROGRAM ANVANTAGES TO STUDENTS, EMPLOYERS, AND THE SCHOOL. SECTION II, ORGANIZATION OF A COOPERATIVE BUSINESS EDUCATION PROGRAM, COVERS THE SELECTION AND QUALIFICATIONS OF A TEACHER-COORDINATOR, THE USE OF COMMUNITY AND STUDENT SURVEYS, THE ROLE OF ADVISORY COMMITTEES, FACILITIES AND EQUIPMENT, CURRICULUM, AND TEACHER AND STUDENT SCHEDULES. SECTION III ON COORDINATION ACTIVITIES INCLUDES DUTIES OF THE COORDINATOR, SELECTION OF STUDENTS AND TRAINING AGENCIES, VISITS, WORK EVALUATION, CLUB PARTICIPATION, BANQUETS, STATE LEADERSHIP CONFERENCES, AND A TYPICAL CALENDAR OF ACTIVITIES. SECTION IV, RELATED STUDY, OUTLINES UNITS OF STUDY DESIGNED TO IMPROVE THE WORK HABITS AND DEVELOPMENT OF THE STUDENT IN PREPARATION FOR HIS ROLE IN THE BUSINESS WORLD--ORIENTATION, YOUR APPEARANCE--HEALTH, GROOMING AND DRESS, COMMUNICATION SERVICES, ETIQUETTE--SOCIAL AND BUSINESS, PARLIAMENTARY PROCEDURE, PERSONALITY, DICTATION AND TRANSCRIPTION, DUPLICATING PROCESSES, AND EMPLOYER-EMPLOYEE RELATIONS. SECTION V GIVES EXAMPLES OF FORMS TO BE USED FOR COMMUNITY AND STUDENT SURVEYS, STUDENT APPLICATIONS, VISITATION REPORTS, AND PERMANENT RECORDS. ALSO INCLUDED ARE JOB CLASSIFICATION CODES. (PS)

VT 000 081 FD 012 306

GIBSON, F. DANA, AND OTHERS
AUDIO-VISUAL AIDS FOR AUTOMATION.

SAN DIEGO STATE COLL., CALIF. BUREAU OF
BUSINESS AND ECONOMIC RESEARCH.

BOOK-7-1

PUB DATE - 65 92P.

DESCRIPTORS - *AUDIOVISUAL AIDS; *AUTOMATION;
*BIBLIOGRAPHIES; DATA PROCESSING; FILMSTRIPS;
INSTRUCTIONAL FILMS; TRANSPARENCIES
IDENTIFIERS - SAN DIEGO

ABSTRACT - AUDIOVISUAL MATERIALS ON DATA PROCESSING, COMPUTER SYSTEMS, NUMERICAL CONTROL, AND OTHER AREAS RELATED TO AUTOMATION AND COMPUTERIZATION ARE LISTED IN ALPHABETICAL ORDER AND ANNOTATED IN MOST CASES. THE LISTING FROM 72 SOURCES IN THE

UNITED STATES INCLUDES 100 FILMS, 84 FILMSTRIPS, AND 31 SLIDE SETS. A SEPARATE LIST OF 12 ASSORTED AIDS FROM FOREIGN SOURCES IS GIVEN. COMPLETE ACCESS TO THE TITLES IS POSSIBLE BY USE OF AN ALPHABETICAL LIST OF DISTRIBUTORS AND A TOPICAL INDEX. MOST ITEMS ARE LESS THAN 5 YEARS OLD AND ALL ARE UNDER 10 YEARS OLD. (FM)

VT 000 085

LASALLE, JAMES, AND OTHERS
DATA PROCESSING FOR BUSINESS EDUCATION
DEPARTMENTS IN PENNSYLVANIA'S PUBLIC
SCHOOLS. BULLETIN 276.

PENNSYLVANIA STATE DEPT. OF PUBLIC
INSTRUCTION, HARRISBURG
BUSINESS AND OFFICE OCCUPATIONS EDUCATION,
STATE DEPARTMENT OF PUBLIC INSTRUCTION,
HARRISBURG, PENNSYLVANIA(16C.21).
PUB DATE - AUG 64 107P.

DESCRIPTORS - *BUSINESS EDUCATION; OFFICE
OCCUPATIONS EDUCATION; *DATA PROCESSING;
*RESOURCE UNITS; DATA PROCESSING--OCCUPATIONS;
*EQUIPMENT; EMPLOYMENT OPPORTUNITIES;
EMPLOYMENT TRENDS; COMPUTERS; GRADE 12

ABSTRACT - THIS GUIDE WAS PREPARED TO GIVE HIGH SCHOOL BUSINESS TEACHERS A BACKGROUND IN DATA PROCESSING. IT WAS DEVELOPED BY COLLEGE AND HIGH SCHOOL BUSINESS EDUCATORS IN PENNSYLVANIA WITH ASSISTANCE FROM MEMBERS OF THE DEPARTMENT OF PUBLIC INSTRUCTION. MUCH OF THE INFORMATION CAN BE USED AS A REFERENCE IN PREPARING DAILY LESSON PLANS FOR A 1-YEAR COURSE AT THE 12TH GRADE LEVEL. CHAPTER NINE GIVES DETAILS ON UNIT RECORD EQUIPMENT AND SHOULD HELP THE TEACHER ANSWER STUDENT QUESTIONS, SELECT EQUIPMENT, AND CONVERSE MORE INTELLIGENTLY WITH BUSINESSMEN ABOUT THIS EQUIPMENT. CHAPTER TEN CONSIDERS COMPUTER CHARACTERISTICS AND GIVES BACKGROUND INFORMATION ON ELECTRONIC COMPUTERS. OTHER CHAPTER DEAL WITH THE CHALLENGE AND RESPONSIBILITY OF BUSINESS EDUCATION, THE EFFECT OF DATA PROCESSING ON THE ECONOMY, DATA PROCESSING IN RETROSPECT AND PROSPECTS, THE PAPER EXPLOSION, EMPLOYMENT OPPORTUNITIES, COMMON LANGUAGE MEDIA, AND AREAS IN WHICH DATA PROCESSING IS PLAYING AN INCREASINGLY IMPORTANT ROLE. IT WAS RECOMMENDED THAT A BASIC ORIENTATION OR SURVEY COURSE IN DATA PROCESSING BE OFFERED IN PENNSYLVANIA SECONDARY SCHOOLS. ALTHOUGH EQUIPMENT IS NOT NECESSARY FOR THIS COURSE, THE FOLLOWING MACHINES WERE RECOMMENDED FOR A MORE COMPREHENSIVE PROGRAM: KEY PUNCH, VERIFIER, INTERPRETER, SORTER, COLLATOR, REPRODUCER, AND ACCOUNTING MACHINE. A GLOSSARY, A LIST OF QUESTIONS AND PROJECTS TO HELP TEACHERS EVALUATE PUPIL UNDERSTANDING OF DATA PROCESSING, AND A LIST OF INSTRUCTIONAL AIDS ARE INCLUDED. (PS)

VT 000 133

A RESOURCE UNIT FOR HOW OUR BUSINESS SYSTEM OPERATES, TEACHER'S HANDBOOK.

TEXAS UNIV., AUSTIN. INSTRUCTIONAL MATERIALS
LAB.
DUPONT DE NEMOURS (E.I.) AND CO., WILMINGTON,
DEL. EMPLOYEE RELATIONS DEPT.

INSTRUCTIONAL MATERIALS LABORATORY,
DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION
OF EXTENSION, THE UNIVERSITY OF TEXAS,
AUSTIN, TEXAS 78712 (\$1.25).
PUB DATE - APR 65 55P.

DESCRIPTORS - *RESOURCE UNITS; *TEACHING
GUIDES; *CHARTS; *BUSINESS EDUCATION;
*ECONOMICS

ABSTRACT - SOME SEPARATE BUT RELATED ASPECTS
OF OUR BUSINESS SYSTEM STRUCTURE AS
ORIGINALLY DEVELOPED IN 1949 BY THE DUPONT
COMPANY FOR USE WITH THEIR EMPLOYEES AND WAS
LATER ADAPTED BY THE NATIONAL ASSOCIATION OF
MANUFACTURERS FOR USE BY INDUSTRY AND SCHOOLS
IN GENERAL. IT CAN BE USED IN THE FOLLOWING
AREAS: SOCIAL STUDIES, BUSINESS AND
DISTRIBUTIVE EDUCATION, HOME ECONOMICS,
PRACTICAL ARTS, APPRENTICE TRAINING, ADULT
EDUCATION, TRADE AND INDUSTRIAL EDUCATION,
AND AGRICULTURE. SUGGESTED OBJECTIVES
INCLUDE: TO DEVELOP AN UNDERSTANDING OF OUR
ECONOMIC SYSTEM AND TO UNDERSTAND THE
RELATIONSHIP WHICH EXISTS BETWEEN OUR
ECONOMIC SYSTEM AND OUR POLITICAL SYSTEM. THE
HIGHLIGHTS OF THE FOUR CHART PRESENTATIONS
ARE: (1) THE BASIC FACTORS IN THE BUSINESS
SYSTEMS (2) THE ACCOMPLISHMENTS OF THE
AMERICAN BUSINESS SYSTEM OVER A 100-YEAR
PERIOD, (3) A DELINEATION OF THE STEPS OF THE
AMERICAN COMPETITIVE SYSTEM IN OPERATION, AND
(4) CERTAIN CONSTITUTIONAL RIGHTS AND
PRIVILEGES WHICH ARE INHERENT IN OUR SYSTEM
OF GOVERNMENT. EACH OF THE FOUR SECTIONS OF
THE HANDBOOK CONTAINS: CHARTS, CARD SYMBOLS,
DISCUSSION, AND DISCUSSION QUESTIONS.
NINETEEN SUGGESTED PROBLEMS AND PROJECTS AND
FOUR STUDENT-USE CHARTS ARE PROVIDED IN THE
APPENDIX. (SL)

VT 000 424 ED 017 626
OFFICE OCCUPATIONS, INDIVIDUAL INSTRUCTION
MATERIAL

IOWA STATE DEPT. OF PUBLIC INSTRUCTION, DES
MOINES
665I-1362VE
PUB DATE - JUN 65 11P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION;
*INDIVIDUAL INSTRUCTION; *BIBLIOGRAPHIES;
*INSTRUCTIONAL MATERIALS

ABSTRACT - THE 79 ITEMS LISTED IN THIS
BIBLIOGRAPHY WERE SELECTED FOR THE BENEFIT OF
TEACHER-COORDINATORS OF OFFICE OCCUPATIONS
PROGRAMS. EXAMPLES OF MATERIAL INCLUDED ARE A
COMBINATION TEXTBOOK-WORKBOOK WHICH PROVIDES
TRAINING IN ALPHABETIC INDEXING, A
COMBINATION TEXTBOOK-WORKBOOK WHICH CONTAINS
PENMANSHIP DRILLS AND DIAGNOSTIC DRILLS, A
PAPERBOUND BOOK WHICH INCLUDES 24 LETTER
MODELS FOR FURTHER TRAINING IN THE MECHANICAL
PREPARATION OF BUSINESS LETTERS, A KING-SIZE
TYPING WALL CHART THAT DOUBLES AS A
PROJECTION SCREEN, A POCKET-SIZED PAPERBOUND
BOOKLET GIVING RULES ON PUNCTUATION, A SELF-
TEACHING PROGRAMMED TEXT ON HOW TO WRITE
EFFECTIVE REPORTS, A WORKBOOK THAT PROVIDES A
THOROUGH REVIEW OF THE FUNDAMENTALS OF
MATHEMATICS, A SHORT COURSE OF 31 ASSIGNMENTS
GIVING STUDENTS AN OPPORTUNITY TO IMPROVE
THEIR TYPING SKILLS WITH TRUE-TO-LIFE OFFICE

PROBLEMS, A PROGRAMED BUSINESS MATHEMATICS
BOOK, A SET CONSISTING OF 10 DUAL-TRACK 1-
HOUR REELS OF SKILL-BUILDING TAPES FOR
TRAINING MEDICAL SECRETARIAL STUDENTS, A NEW
PROGRAMED-STYLE BOOK CONTAINING FIFTY 15-
MINUTE LESSONS FOR A THOROUGH REVIEW OF
SPELLING PRINCIPLES, AND A PROGRAMED BOOK
THAT PRESENTS IN STEP-BY-STEP SEQUENCE THE
MAJOR USE OF THE COMMAS. BRIEF ANNOTATIONS
ARE GIVEN. (PS)

VT 000 444
BUSINESS EDUCATION CURRICULUM GUIDELINES,
GRADES 7-12.

BELLEVUE PUBLIC SCHOOLS, NEBRASKA
PUB DATE - JUL 66 42P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE
OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION;
SECONDARY GRADES; *CURRICULUM GUIDES

ABSTRACT - COURSES AND ACTIVITIES HAVE BEEN
DESIGNED TO MEET THE JUNIOR HIGH EXPLORATORY
NEEDS AND THE SENIOR HIGH PERSONAL AND
VOCATIONAL NEEDS. THEY INCLUDE: (1) PERSONAL
USE TYPEWRITING, GRADE 7--AN EXPLORATORY
COURSE REQUIRED OF ALL 7TH GRADE STUDENTS,
(2) PERSONAL USE TYPEWRITING, GRADE 9, 10, 11
OR 12--A 1-SEMESTER COURSE WHICH INCLUDES A
GRADING SCALE, (3) GENERAL BUSINESS, GRADE 10
OR 11, (4) SHORTHAND I, GRADE 11 OR 12--A
PREREQUISITE FOR THE SECRETARIAL PRACTICE
COURSE, (5) TYPEWRITING I, GRADE 10, 11 OR
12--A 2-SEMESTER VOCATIONAL COURSE, (6)
CLERICAL OFFICE PRACTICE, GRADE 11 OR 12, (7)
BOOKKEEPING, GRADE 12--VOCATIONAL AND
PERSONAL USE, (8) SECRETARIAL PRACTICE, GRADE
12, AND (9) BUSINESS LAW, GRADE 11 OR 12--A
1-SEMESTER COURSE. MATERIAL FOR EACH COURSE
INCLUDES A GENERAL DISCUSSION OF THE SCOPE OF
THE PROGRAM MAJOR POINTS OF EMPHASIS,
EXPECTED OUTCOMES, AND OUTLINE OF COURSE
CONTENT, SUGGESTED TIME ALLOTMENT, AND
REFERENCES. (PS)

VT 000 459
BUSINESS EDUCATION IN THE SECONDARY SCHOOLS.
ILLINOIS CURRICULUM PROGRAM, SUBJECT FIELD
SERIES, BULLETIN D-3.

ILLINOIS STATE OFFICE OF SUPERINTENDENT OF
PUBLIC INSTRUCTION, SPRINGFIELD
PUB DATE - 63 183P.

DESCRIPTORS - *BUSINESS EDUCATION; *COURSE
DESCRIPTIONS; *STATE CURRICULUM GUIDES;
EDUCATIONAL OBJECTIVES; *PROGRAM
GUIDES; CURRICULUM; HIGH SCHOOLS

ABSTRACT - THIS STATE LEVEL CURRICULUM GUIDE
CAN BE USED BY BUSINESS EDUCATORS, TEACHER-
TRAINING DIRECTORS, HIGH SCHOOL
ADMINISTRATORS, AND GUIDANCE PERSONNEL TO
COLLECT IDEAS AND STIMULATE THOUGHT.
CONTAINED IN THE GUIDE ARE VIEWPOINTS ABOUT
BUSINESS EDUCATION IN THE AREAS OF: (1)
TEACHER QUALIFICATIONS, (2) INSERVICE
TRAINING, (3) OFFICE AUTOMATION, (4) STUDENT
FOLLOW-UP, AND (5) INTERESTING STUDENTS IN
BUSINESS. THE BUSINESS EDUCATION PROGRAM
INCLUDES: (1) BUSINESS-ECONOMIC PROGRAM, (2)
SECRETARIAL PROGRAM, (3) CLERICAL PROGRAM,

(4) BOOKKEEPING, (5) COOPERATIVE PROGRAMS, AND (6) MANAGEMENT-OWNER PROGRAM. COURSES INCLUDED IN THESE PROGRAMS ARE: (1) ADVERTISING, (2) BOOKKEEPING, (3) BUSINESS ARITHMETIC, (4) BUSINESS ENGLISH, (5) BUSINESS LAW, (6) CONSUMER PROBLEMS, (7) COOPERATIVE DISTRIBUTIVE EDUCATION, (8) COOPERATIVE OFFICE OCCUPATIONS, (9) ECONOMIC GEOGRAPHY, (10) ECONOMICS, (11) GENERAL BUSINESS, (12) NOTEMAKING, (13) RETAILING, (14) SALESMANSHIP, (15) SHORTHAND AND TRANSCRIPTION, AND (16) TYPEWRITING. THE OBJECTIVES, SUGGESTED LEARNING ACTIVITIES, EVALUATIVE SUGGESTIONS, AND STUDENTS WHO MIGHT PROFIT FROM THE PROGRAM ARE DISCUSSED FOR EACH COURSE AND PROGRAM. BOTH PRIMAL AND INCIDENTAL LEARNINGS IN THE LEARNING PROCESSES OF BUSINESS EDUCATION ARE DISCUSSED. (MM)

VT 000 600 ED 023 783

THE HIGH SCHOOL VOCATIONAL STENOGRAPHIC PROGRAM: TENTATIVE REPORT, (REPORT ON THE CURRICULUM WORKSHOP, JUNE 12-JULY 2, 1965) .

PUB DATE - 65 179P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *STENOGRAPHERS; *TIME BLOCKS; *CURRICULUM GUIDES; STATE PROGRAMS; EDUCATIONAL OBJECTIVES; GRADE 11; GRADE 12

ABSTRACT - THE PURPOSE OF THE STUDY WAS TO DEVELOP A SET OF GUIDELINES FOR THE IMPLEMENTATION OF THE VOCATIONAL EDUCATION ACT OF 1963 AS APPLICABLE TO THE STENOGRAPHIC AREA IN BUSINESS AND OFFICE EDUCATION AT THE SECONDARY SCHOOL LEVEL IN THE STATE OF OHIO. PART ONE PRESENTS THE HISTORY AND PRESENT STATUS OF GOVERNMENT-SUPPORTED VOCATIONAL BUSINESS EDUCATION AND THE FORCES AFFECTING THE DEMAND FOR THIS PROGRAM. PART TWO GIVES THE NATURE, PHILOSOPHY, AND FUNCTIONS OF THE HIGH SCHOOL VOCATIONAL STENOGRAPHIC PROGRAM. PART THREE GIVES THE CONTENT OF THE HIGH SCHOOL VOCATIONAL STENOGRAPHIC PROGRAM WHICH INCLUDES THREE PLANS: (1) 15 HOURS OF INSTRUCTION PER WEEK FOR 2 YEARS IN THE 11TH AND 12TH GRADES, (2) 18 HOURS AND 45 MINUTES PER WEEK FOR 2 YEARS, AND (3) 22 HOURS AND 30 MINUTES PER WEEK FOR 2 YEARS. EACH UNIT OF INSTRUCTION INCLUDES AN INTRODUCTION, TIME ALLOTMENT, OBJECTIVES AND SUGGESTED CONTENT (COURSE OUTLINES). SOME UNITS COVERED ARE: (1) TYPEWRITING SKILL, (2) TRANSCRIPTION SKILL, (3) FILING, (4) MATHEMATICAL SKILLS, (5) BUSINESS MACHINES, (6) DUPLICATING PROCESSES, (7) THE AMERICAN BUSINESS AND ECONOMIC SYSTEM, (8) BOOKKEEPING, (9) LEGAL TERMINOLOGY, (10) HUMAN RELATIONS, (11) PROPER GROOMING, (12) SELF-IMPROVEMENT, AND (13) UPGRADING STENOGRAPHIC KNOWLEDGES. (PS)

VT 000 609

TEACHING GUIDE FOR VOCATIONAL OFFICE TRAINING, SUGGESTED CONTENT, INSTRUCTIONAL PROCEDURES, AND ACHIEVEMENT GOALS FOR VIRGINIA HIGH SCHOOLS. PART III. PULFETIN, VOLUME 45, NUMBER 10.

VIRGINIA STATE BOARD OF EDUCATION, RICHMOND. BUSINESS EDUCATION SERVICE
BUSINESS EDUCATION SERVICE, STATE DEPARTMENT

OF EDUCATION, STATE OFFICE BUILDING, RICHMOND, VIRGINIA 23216 (\$1.50).
PUB DATE - JAN63 133P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *OFFICE OCCUPATIONS EDUCATION; *OFFICE PRACTICE; GRADE 12

ABSTRACT - ESSENTIALLY A FINISHING COURSE FOR THE STENOGRAPHIC STUDENT AND A BASIC SKILL TRAINING COURSE FOR THE NONSTENOGRAPHIC STUDENT, THIS CURRICULUM GUIDE IS FOR USE BY TEACHERS OF PART-TIME COOPERATIVE CLASSES IN VOCATIONAL OFFICE TRAINING AND CLERICAL OFFICE PRACTICE FOR NON-WORKING STUDENTS. THE MATERIAL WAS DEVELOPED AT A STATE WORKSHOP FOR VOCATIONAL OFFICE TRAINING COORDINATORS FOR USE IN SENIOR HIGH AND AREA VOCATIONAL SCHOOLS. OPERATING PROCEDURES, CLASS ORGANIZATION AND INSTRUCTIONAL PLANS, PROGRAM DEVELOPMENT ACTIVITIES, COORDINATION ACTIVITIES, SUGGESTIONS FOR ORGANIZING CLERICAL OFFICE PRACTICE CLASSES, ROOM LAYOUT AND EQUIPMENT, EVALUATION, AND UNIT OUTLINES ARE INCLUDED. THE UNITS ARE (1) JOB ORIENTATION, (2) SECURING, HOLDING, AND ADVANCING IN A POSITION, (3) HANDLING THE MAIL, (4) USING COMMUNICATION SERVICES, (5) USING TRANSPORTATION SERVICES, (6) CORRESPONDENCE FILING, (7) RECEIVING OFFICE CALLERS, (8) SECRETARIAL PROCEDURES, (9) STENCIL DUPLICATING MACHINES, (10) SPIRIT DUPLICATING MACHINES, (11) TEN-KEY ADDING-LISTING MACHINES, (12) ROTARY CALCULATORS, (13) KEY-DRIVEN CALCULATORS, (14) MACHINE BOOKKEEPING, (15) PAYROLL PROBLEMS, (16) MACHINE TRANSCRIPTION, (17) PRODUCTION TYPEWRITING PROBLEMS, AND (18) AUDITING AND VERIFYING. EACH UNIT GIVES SUGGESTED TIME RANGE, PURPOSES, MATERIALS AND SUPPLIES NEEDED, A COURSE OUTLINE, REFERENCES, TEACHING METHODS, AND EVALUATION PROCEDURES. OTHER GUIDES IN THE SERIES ARE VT 000 654 AND VT 000 655. (PS)

VT 000 652

KRIEGBAUM, ROBERT E.
REPORT OF THE FIFTH ANNUAL BUSINESS EDUCATION WORKSHOP IN BUSINESS SYSTEMS AND DATA PROCESSING (UNIVERSITY OF DAYTON, OHIO, JUNE 14-JULY 2, 1965).

DAYTON UNIV., OHIO

PUB DATE - 65 121P.

DESCRIPTORS - *DATA PROCESSING; *BUSINESS EDUCATION; *CURRICULUM GUIDES; SENIOR HIGH SCHOOLS; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES

ABSTRACT - THE GOAL OF THE WORKSHOP WAS TO PREPARE A 2-YEAR DATA PROCESSING CURRICULUM FOR HIGH SCHOOLS. PARTICIPANTS INCLUDED 29 HIGH SCHOOL AND POST-HIGH SCHOOL BUSINESS EDUCATION TEACHERS AND ADMINISTRATORS. INSTRUCTIONAL UNITS DEVELOPED IN THE WORKSHOP ARE: (1) INTRODUCTION TO BUSINESS DATA PROCESSING, (2) BASIC OFFICE MACHINES, (3) PERSONAL DEVELOPMENT, (4) KEY PUNCH AND VERIFIER, (5) SCRTER, (6) FUNCTIONAL WIRING, (7) INTERPRETER, (8) COLLATOR, (9) RELATED MATHEMATICS, (10) CARD AND FORMS DESIGN, (11) SYSTEMS DEVELOPMENT, (12) ACCOUNTING (MACHINE ORIENTED), (13) REPRODUCER, (14) ACCOUNTING

MACHINE, (15) CALCULATING PUNCH, AND (16) INTRODUCTION TO COMPUTERS. EACH UNIT GENERALLY INCLUDES A DEFINITION OR DESCRIPTION, GOALS OR OBJECTIVES, AND BASIC CONCEPTS OR A COURSE OUTLINE. AN EXTENSIVE LIST OF FILMS AND A BIBLIOGRAPHY OF TEXTBOOKS, MANUALS, AND GENERAL REFERENCES ARE GIVEN. (PS)

VT 000 654

TEACHING GUIDE IN BUSINESS EDUCATION. PART IV, SHORTHAND-TRANSCRIPTION, SUGGESTED CONTENT, INSTRUCTIONAL PROCEDURES AND ACHIEVEMENT GOALS FOR VIRGINIA HIGH SCHOOL.

VIRGINIA STATE BOARD OF EDUCATION, RICHMOND.
BUSINESS EDUCATION SERVICE
BUSINESS EDUCATION SERVICE, STATE DEPARTMENT OF EDUCATION, STATE OFFICE BUILDING, RICHMOND, VIRGINIA 23216 (\$1.50).
PUB DATE - 60 50P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *OFFICE OCCUPATIONS EDUCATION; *STENOGRAPHY; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; POST SECONDARY EDUCATION

ABSTRACT - THIS GUIDE IS A HANDBOOK OF ACCEPTED TEACHING PROCEDURES FOR TEACHER USE IN A 1- OR 2-YEAR SHORTHAND-TRANSCRIPTION COURSE FOR STUDENTS IN HIGH SCHOOL, AREA VOCATIONAL SCHOOL, AND ADULT OR COMMUNITY COLLEGE PROGRAMS. IT WAS DEVELOPED BY A COMMITTEE OF BUSINESS EDUCATORS AT THE STATE LEVEL, TESTED FOR 1 YEAR IN LOCAL SCHOOLS, AND REVISED. PART ONE, COURSE ADMINISTRATION, COVERS THE STENOGRAPHIC CURRICULUM, NEED FOR TRAINING, OBJECTIVES, WHO SHOULD TAKE THE COURSE, LENGTH OF COURSE, PREREQUISITES, GRADE PLACEMENT, CREDIT, ROOM LAYOUT AND EQUIPMENT, AND SHORTHAND SYSTEMS. PART TWO, METHODS OF TEACHING SHORTHAND-TRANSCRIPTION, COVERS PRE-TRANSCRIPTION TRAINING, TRANSCRIPTION TRAINING, METHODS OF TEACHING SHORTHAND, STUDENT ACTIVITIES, DICTATION, HOMEWORK, DEVELOPMENT OF PERSONALITY AND CHARACTER TRAITS, TESTING, ACHIEVEMENT STANDARDS, EVALUATION, COURSE CONTENT, AND MISCELLANEOUS TEACHING TIPS. STUDENT AND TEACHER REFERENCES ARE INCLUDED IN THE BIBLIOGRAPHY. OTHER GUIDES IN THIS SERIES ARE VT 000 655 AND VT 000 609. (PS)

VT 000 655

BUSINESS EDUCATION. PART III, TYPEWRITING, SUGGESTED CONTENT, INSTRUCTIONAL PROCEDURES AND ACHIEVEMENT GOALS FOR VIRGINIA HIGH SCHOOLS. BULLETIN, VOLUME 45, NUMBER 10.

VIRGINIA STATE BOARD OF EDUCATION, RICHMOND.
BUSINESS EDUCATION SERVICE
BUSINESS EDUCATION SERVICE, STATE DEPARTMENT OF EDUCATION, STATE OFFICE BUILDING, RICHMOND, VIRGINIA 23216 (\$1.50).
PUB DATE - MAR62 192P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *BUSINESS EDUCATION; HIGH SCHOOLS; *TYPEWRITING; ADULT VOCATIONAL EDUCATION; POST SECONDARY EDUCATION

ABSTRACT - THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A THREE-SEMESTER

TYPEWRITING COURSE FOR STUDENTS IN JUNIOR OR SENIOR HIGH SCHOOLS, ADULT PROGRAMS, AREA VOCATIONAL SCHOOLS, OR JUNIOR COLLEGES. IT WAS DEVELOPED BY A GROUP OF BUSINESS EDUCATORS ORGANIZED BY THE STATE BUSINESS EDUCATION SERVICE, TESTED FOR 1 YEAR AND EDITED. THE MATERIAL OF THE FIRST TWO SEMESTERS AIMS PRIMARILY AT BUILDING SKILLS FOR PERSONAL-USE OR PREVOCATIONAL TYPING. THE THIRD SEMESTER IS VOCATIONAL TYPEWRITING WITH EMPHASIS ON PRODUCTION WORK. EACH OF THE 30 UNITS ON HOW TO TEACH TYPEWRITING INCLUDES A STATEMENT OF THE PROBLEMS, REFERENCES, DETAILED PUPIL-TEACHER ACTIVITIES, AND PUPIL GOALS. REPRESENTATIVE UNITS ARE (1) WHAT TO DO THE FIRST DAY, (2) HOW TO DEVELOP TYPEWRITING POWER, (3) SIMPLE CENTERING, (4) TYPEWRITING LETTERS, (5) TYPEWRITING MANUSCRIPTS, (6) HOW TO FILL IN FORMS, (7) DUPLICATING TYPEWRITTEN MATERIAL, (8) OUTLINE AND ILLUSTRATIONS OF LEGAL DOCUMENTS, AND (9) ELECTRIC TYPEWRITING. THE MATERIAL TO BE USED BY THE TEACHER FOR THREE SEMESTERS FOR 5 DAYS A WEEK IN A 50-55 MINUTE PERIOD A DAY. DISCUSSIONS OF COURSE ADMINISTRATION AND THE INSTRUCTIONAL ARE INCLUDED. OTHER GUIDES IN THIS SERIES ARE VT 000 609 AND VT 000 654. (PS)

VT 000 671

SIMPSON, MARSHALL, ED.;
WALKER, ROBERT A., ED.
BUSINESS EDUCATION, GRADES 10-12, A CURRICULUM GUIDE FOR TEACHER AND COUNSELOR USE, 1965-66.

LANSING SCHOOL DISTRICT, MICH.
PUB DATE - 65 74P.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM GUIDES; SECONDARY GRADES; DISTRIBUTIVE EDUCATION

ABSTRACT - THIS CURRICULUM GUIDE WAS DEVELOPED TO MEET THE VOCATIONAL GOALS OF BUSINESS STUDENTS AND THE REQUIREMENTS FOR GRADUATION. THREE-YEAR PROGRAM PLANNING SUGGESTIONS ARE PRESENTED IN THE FOLLOWING AREAS: (1) SECRETARIAL EDUCATION, (2) BOOKKEEPING EDUCATION, (3) GENERAL CLERICAL EDUCATION, (4) OFFICE COOPERATIVE EDUCATION, AND (5) RETAILING EDUCATION INCLUDING DISTRIBUTIVE COOPERATIVE EDUCATION. A BRIEF OUTLINE FOR EACH BUSINESS SUBJECT IS INCLUDED AND COVERS THE MAJOR AREAS OF INSTRUCTION, EMPHASIS OR OUTCOMES, TYPICAL ACTIVITIES, AND TEXTBOOKS AND SUPPLEMENTARY AIDS FOR INSTRUCTION AND EVALUATION. (PS)

VT 000 686

SATLOW, I. DAVID
DEVELOPING RESOURCE FILES FOR INTRODUCTION TO BUSINESS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ROOM 169, EDUCATION BUILDING, ALBANY, NEW YORK 12224 (\$0.25).
PUB DATE - 65 29P.

DESCRIPTORS - *RESOURCE GUIDES; *BUSINESS EDUCATION; *RESOURCE MATERIALS; HIGH SCHOOLS

DOCUMENT SUPPLEMENTS VT 000 424. (PS)

ABSTRACT - THIS GUIDE WAS DEVELOPED FOR TEACHERS OF INTRODUCTION TO BUSINESS WHO HAVE FREQUENTLY EXPRESSED A NEED FOR ASSISTANCE IN LOCATING, FILING, AND ORGANIZING RESOURCE MATERIALS FOR CLASS USE. THE SUGGESTIONS GIVEN ARE APPLICABLE TO OTHER BUSINESS SUBJECT-MATTER AREAS AS WELL AND COVER THE SCOPE OF A RESOURCE FILE AND SOURCES OF MATERIALS. THE MATERIALS WERE DEVELOPED BY SUPERVISORS IN THE BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION AT THE STATE LEVEL. NAMES AND ADDRESSES ARE GIVEN FOR BUSINESS EDUCATION PUBLICATIONS, PERIODICALS, TRADE ASSOCIATIONS, LEADING FILM GUIDES, FILM SERVICING ORGANIZATIONS, AND HANDBOOKS AND YEARBOOKS CONTAINING BACKGROUND MATERIALS. (PS)

VT 000 831

HOW TO TEACH BUSINESS SUBJECTS. INSTRUCTIONAL METHODS SERIES. BUSINESS EDUCATION PUBLICATION NO. 108.

CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO
PUB DATE - MAR 63 110P.

DESCRIPTORS - *INSERVICE TEACHER EDUCATION;
*ADULT VOCATIONAL EDUCATION; *TEACHING
METHODS; TEACHING TECHNIQUES; *BUSINESS
EDUCATION TEACHERS; *DISTRIBUTIVE EDUCATION
TEACHERS

ABSTRACT - DESIGNED ESPECIALLY FOR THE NEW TEACHER IN JUNIOR COLLEGE BUSINESS EDUCATION, THIS HANDBOOK HAS BEEN PREPARED TO HELP INEXPERIENCED INSTRUCTORS ACQUIRE THE ESSENTIALS OF GOOD TEACHING. THE EXPERIENCE OF TEACHER-TRAINEES AND INSTRUCTORS IN THE PROGRAM OF DISTRIBUTIVE EDUCATION ARE ALSO INCLUDED. INFORMATION COVERS THE LEARNING PROCESS, GETTING READY TO TEACH, HOW TO TEACH, HOW TO TEACH DISCUSSION CLASSES, HOW TO CONDUCT CONFERENCE DISCUSSIONS AND PANEL DISCUSSIONS, HOW TO TEACH CLASSES WHO MEMBERS "LEARN BY DOING," HOW TO USE ROLE-PLAYING AND PRACTICE SALES DEMONSTRATIONS, HOW TO IMPROVE TEACHING WITH VISUAL AIDS, AND HOW TO USE TESTS. (PS)

VT 000 879 ED 017 635

O.E. INDIVIDUAL INSTRUCTION MATERIALS.
SUPPLEMENT.

IOWA STATE DEPT. OF PUBLIC INSTRUCTION, DES
MOINES
266V-109VE F
PUB DATE - FEB 66 7P.

DESCRIPTORS - *BIBLIOGRAPHIES; *INSTRUCTIONAL
MATERIALS; *INDIVIDUAL INSTRUCTION; *OFFICE
OCCUPATIONS EDUCATION

ABSTRACT - PREPARED FOR TEACHER-COORDINATORS OF OFFICE EDUCATION, THIS BIBLIOGRAPHY INCLUDES 53 TITLES WITH NAMES AND ADDRESSES OF PUBLISHERS. MATERIALS ARE INCLUDED FOR TYPING, BUSINESS ARITHMETIC, BUSINESS ENGLISH, CIVIL SERVICE TRAINING, DATA PROCESSING, SHORTHAND, BUSINESS MACHINES, INCOME TAX, INSURANCE, HUMAN RELATIONS, AND SPELLING. BRIEF ANNOTATIONS ARE GIVEN. THIS

VT 000 882

GILLETT, VIRGENE, AND OTHERS
TEACHERS' GUIDE FOR CLERK TYPIST, V. F.
(OFFICE PRACTICE).

OAKLAND PUBLIC SCHOOLS, CALIF.
PUB DATE - 17MAR65 40P.

DESCRIPTORS - *OFFICE PRACTICE; *CURRICULUM
GUIDES; TEACHING GUIDES; SECONDARY GRADES;
OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS
EDUCATION; *TYPISTS; *CLERICAL OCCUPATIONS

ABSTRACT - BRIEF CONTENT IS OUTLINED FOR A 1-YEAR OFFICE PRACTICE COURSE FOR THE ADVANCED TYPING STUDENT (CLERK-TYPIST). SOME OBJECTIVES OF THE COURSE ARE: (1) TO POLISH SKILLS PREVIOUSLY LEARNED AND TO INTEGRATE THOSE SKILLS TO ACTUAL JOB SITUATIONS, AND (2) TO HELP STUDENTS REACH AN EMPLOYABLE LEVEL IN THE BASIC SKILLS OF TYPEWRITING, TRANSCRIBING FROM MACHINES, OPERATING DUPLICATING AND CALCULATING MACHINES, FILING, AND GENERAL OFFICE PROCEDURES. UNITS COVER A REVIEW OF TYPEWRITING SKILLS, CIVIL SERVICE TRAINING, INTRODUCTION TO THE FIELD OF AUTOMATED DATA PROCESSING, AND OFFICE MACHINES. TEACHING SUGGESTIONS, STUDENT INSTRUCTIONS AND TECHNIQUES, AND GRADING AND PRODUCTION STANDARDS ARE GIVEN FOR THE OFFICE MACHINES UNIT. THE APPENDIXES INCLUDE A DAILY GRADING SHEET, SUGGESTED GRADING SCALES, ROTATION CHARTS, SPELLING LISTS, ABBREVIATIONS ONE SHOULD KNOW, STANDARD INDEXING RULES, AND LIQUID DUPLICATION INSTRUCTION SHEETS. (PS)

VT 000 926

CURRICULUM GUIDE FOR BUSINESS EDUCATION,
GRADES NINE THROUGH TWELVE. SECONDARY
CURRICULUM BULL-145.

KANSAS CITY PUBLIC SCHOOLS, MO.
PUB DATE - 64 472P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION;
*BUSINESS EDUCATION; *OFFICE OCCUPATIONS;
*CURRICULUM GUIDES; SENIOR HIGH SCHOOLS;
SECONDARY GRADES

ABSTRACT - A PROGRAM OF BUSINESS EDUCATION IS PRESENTED TO PREPARE GENERAL CLERICAL WORKERS AND SECRETARIAL WORKERS. COURSE OUTLINES ARE INCLUDED FOR THE FOLLOWING: (1) GENERAL BUSINESS (GRADE 9, 2 SEMESTERS), (2) PERSONAL TYPING (GRADES 10, 11 AND 12, 1 SEMESTER), (3) BUSINESS TYPEWRITING (GRADES 10 AND 11, BEGINNING AND ADVANCED COURSES, 2 YEARS), (4) ACCOUNTING (GRADE 11, 2 SEMESTERS), (5) ADVANCED BUSINESS (GRADE 12, 2 SEMESTERS) WHICH INCLUDES ECONOMICS OF BUSINESS AND BUSINESS LAW, (6) STENOGRAPHY (GRADE 11, 2 SEMESTERS), (7) CLERICAL PRACTICE (GRADE 12, 2 SEMESTERS), A 3-HOUR BLOCK-OF-TIME PROGRAM TO REVIEW AND EXPAND BASIC SKILLS AND DEVELOP NEW SKILLS IN FILING AND OPERATION OF OFFICE MACHINES, AND (8) SECRETARIAL PRACTICE (GRADE 12, 2 SEMESTERS), A 3-HOUR BLOCK-OF-TIME PROGRAM TO INCREASE ACCURATE DICTATION AND TRANSCRIPTION SPEEDS AND TO DEVELOP EMPLOYABLE SKILLS IN MACHINE TRANSCRIPTION

RUS ED

AND OTHER OFFICE SKILLS. THE UNITS FOR EACH COURSE INCLUDE SPECIFIC OBJECTIVES, BUSINESS CONCEPTS AND UNDERSTANDINGS FOR THE UNIT, OUTLINE OF PROCEDURES AND ACTIVITIES FOR THE TEACHER AND STUDENTS, EVALUATION, RESOURCE MATERIALS, AND AUDIO-VISUAL INSTRUCTIONAL MATERIALS. (PS)

VT 001 018 ED 021 953

THOMPSON, EMILY D., AND OTHERS
SUGGESTIONS FOR TEACHING BUSINESS PUPILS OF DIFFERENT ABILITY LEVELS--WITH SPECIAL EMPHASIS ON PUPILS EXPERIENCING DIFFICULTY.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUB DATE - 64 51P.

DESCRIPTORS - *BUSINESS EDUCATION;
*DISTRIBUTIVE EDUCATION; EDUCATIONALLY
DISADVANTAGED; LEARNING DIFFICULTIES;
*TEACHING PROCEDURES; HIGH SCHOOL STUDENTS;
STUDENT CHARACTERISTICS; TEACHER
CHARACTERISTICS; *CLASSROOM
TECHNIQUES; *TEACHING GUIDES

ABSTRACT - CHARACTERISTICS OF PUPILS EXPERIENCING DIFFICULTY AND THE TEACHER'S RESPONSIBILITIES FOR THESE YOUNG PEOPLE ARE DISCUSSED. SUGGESTED CLASSROOM PROCEDURES INCLUDE--(1) REQUIRE BUSINESS-LIKE BEHAVIOR OF EVERY PUPIL, (2) SELECT PUPILS TO ASSIST WITH ROUTINE CLASS DUTIES, (3) ORGANIZE SEATING CHARTS AND NECESSARY CLERICAL RECORDS, (4) DIVIDE CLASS INTO GROUPS ACCORDING TO ABILITY, (5) PLAN LESSONS CAREFULLY WITH CONSIDERABLE ALLOWANCE FOR FLEXIBILITY AND CHANGE IN PACE, AND (6) PLAN HOMEWORK CAREFULLY WITH THE PUPIL SO THAT HE KNOWS WHAT IS EXPECTED. GENERAL CONSIDERATIONS AND SUGGESTED PROCEDURES FOR CLASSROOM INSTRUCTION, DEVELOPING NEW UNITS OF WORK, STANDARDS, TEXTS, AND SCHOOL MARKS ARE PRESENTED. A GENERAL BIBLIOGRAPHY AND SPECIAL BIBLIOGRAPHIES FOR BOOKKEEPING, INTRODUCTION TO BUSINESS, OFFICE PRACTICE, SHORTHAND, AND TYPEWRITING ARE INCLUDED. (PS)

VT 001 087

LIFTCH, MARKS, AND OTHERS
SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN SECRETARIAL PRACTICE.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUB DATE - 63 106P.

DESCRIPTORS - *OFFICE PRACTICE; *PROGRAM
GUIDES; *CURRICULUM GUIDES; *SECRETARIES;
GRADE 12; COOPERATIVE EDUCATION;
BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS;
*OFFICE OCCUPATIONS EDUCATION

ABSTRACT - THE SUBJECT IS DESIGNED PRIMARILY FOR 12TH YEAR STUDENTS WHO HAVE SUCCESSFULLY COMPLETED TYPEWRITING, SHORTHAND, AND TRANSCRIPTION OR MACHINE TRANSCRIPTION. A CONTENT OUTLINE AND TEACHING SUGGESTIONS ARE GIVEN FOR THE FOLLOWING UNITS: (1) PERSONAL APPEARANCE, HEALTH, ETIQUETTE, AND ETHICS, (2) EMPLOYMENT TECHNIQUES, (3) COMMUNICATIONS, (4) OFFICE MACHINES AND EQUIPMENT, (5) RECORDS CONTROL, AND (6)

TRAVEL. EQUIPMENT REQUIREMENTS, CLASS ORGANIZATION, SUGGESTED STANDARDS AND EVALUATION OF LEARNING, EMPLOYER'S COOPERATIVE OFFICE WORK EXPERIENCE REPORT, STUDENT SELF-EVALUATIVE SCALE, BUSINESS DEPARTMENT STUDENT RATING SHEET, QUESTIONNAIRE FOR A FOLLOW-UP STUDY OF GRADUATES, AND A BIBLIOGRAPHY OF TEACHING MATERIALS AND AIDS ARE INCLUDED. (PS)

VT 001 092

ERNEST, JOHN W.
SMALL BUSINESS MANAGEMENT.

CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO. BUREAU OF BUSINESS EDUCATION
CALIFORNIA UNIV., LOS ANGELES. DIV. OF
VOCATIONAL EDUCATION
PUB DATE - 64 126P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS
EDUCATION; *SMALL BUSINESSES; *MANAGERIAL
OCCUPATIONS; *JUNIOR COLLEGES; MANAGEMENT;
RETAILING

ABSTRACT - THIS GUIDE, FOR TEACHER USE IN CONDUCTING A COURSE AT THE JUNIOR COLLEGE LEVEL IN SMALL BUSINESS MANAGEMENT, WAS DEVELOPED BY AN ASSOCIATE PROFESSOR AT THE COLLEGE LEVEL. THE CONTENT OBJECTIVES ARE TO DEVELOP SKILLS AND UNDERSTANDING REQUIRED TO MANAGE A SMALL BUSINESS WITH EMPHASIS ON RETAILING. UNITS ARE: (1) SMALL BUSINESS--DEFINITIONS AND PROBLEMS, (2) OPPORTUNITIES FOR GROWTH, (3) HOW A RETAIL BUSINESS DERIVES ITS PROFIT, (4) DETERMINING THE NET WORTH OF A BUSINESS, (5) THE COST OF RUNNING A BUSINESS, (6) ACQUIRING AND FINANCING THE BUSINESS, (7) ORGANIZING THE BUSINESS, (8) CHOOSING THE BUSINESS LOCATION, (9) BUSINESS LAYOUT AND STOCK ARRANGEMENT, (10) RETAIL BUSINESS INSURANCE, (11) RECORD KEEPING FOR A SMALL BUSINESS, (12) BUDGETARY CONTROL FOR THE SMALL BUSINESS, (13) THE ART OF HANDLING EMPLOYEES, (14) SETTING THE RETAIL PRICE, (15) RETAIL STORE BUYING, (16) STOCK CONTROL AND INVENTORY TURNOVER, (17) PROMOTING SALES FOR THE STORE, (18) EFFECTIVE RETAIL DISPLAY, (19) ADVERTISING THE BUSINESS, (20) HOW TO BUILD A SOUND CREDIT BUSINESS, AND (21) LAWS AND REGULATIONS. (MM)

VT 001 096

SEARLE, CRA
A UNIFORM EDUCATIONAL PROGRAM FOR MACHINE
TRANSCRIPTION FOR USE IN GRADES 11 AND 12L.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$1.00).
PUB DATE - 65 228P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS;
*BUSINESS EDUCATION; *LETTERS
(CORRESPONDENCE); *MACHINE TRANSCRIPTION;
GRADE 11; GRADE 12

ABSTRACT - THIS EDUCATIONAL PROGRAM FOR MACHINE TRANSCRIPTION CONSISTS OF 180 LETTERS DESIGNED FOR A 1-YEAR VOCATIONAL COURSE FOR SECONDARY STUDENTS OF AVERAGE ABILITY WHO

HAVE HAD ONLY 1 YEAR OF TYPEWRITING. THE LETTERS ARE TO BE RECORDED ON THE REGULAR COMMERCIAL BELTS, DISCS, OR TAPES USED ON THE SCHOOL'S TRANSCRIBING MACHINES. THE MATERIAL WAS DEVELOPED BY A COMMITTEE OF TEACHERS AND STATE STAFF, TESTED IN THE HIGH SCHOOLS OF THE STATE, AND REVISED. THE LETTERS INTRODUCE KNOWLEDGE AND FAMILIAR TERMINOLOGY RELATING TO SALES AND ADVERTISING, CREDIT AND COLLECTIONS, COMPLAINTS AND REPLIES, INQUIRIES AND REPLIES, EMPLOYMENT, AND PERSONNEL. INsofar AS POSSIBLE, THEY ARE GRADED AS TO DIFFICULTY AND VARY FROM 40 TO 400 WORDS IN LENGTH. PART ONE CONSISTS OF 72 LETTERS FOR DICTATION AND MACHINE TRANSCRIPTION EMPHASIZING PUNCTUATION. PART TWO CONSISTS OF 108 LETTERS EMPHASIZING MECHANICS OF ENGLISH. THE MATERIAL IS TO BE USED FOR FIVE PERIODS A WEEK FOR 36 WEEKS. THE LETTERS ARE KEYED TO FIVE REFERENCE BOOKS. (PS)

VT 001 097

CONOVER, HOBART F.
INTRODUCTION TO AUTOMATIC BUSINESS DATA PROCESSING, A SUPPLEMENT FOR TEACHERS OF BOOKKEEPING.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$0.50).
PUB DATE - 65 52P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *ELECTRONIC DATA PROCESSING; *BOOKKEEPING; HIGH SCHOOLS

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN INTRODUCING THE BASIC CONCEPTS OF AUTOMATIC BUSINESS DATA PROCESSING IN BOOKKEEPING 1 AND 2 CLASSES. IT WAS DEVELOPED BY A GROUP OF HIGH SCHOOL AND COLLEGE BUSINESS TEACHERS FOLLOWING THE RECOMMENDATIONS OF A STATE ADVISORY COMMITTEE. TEACHING GUIDES ARE INCLUDED FOR THE UNITS: (1) PUNCH CARD FORMAT, (2) SORTING PUNCHED CARDS, (3) RECORDING ALPHABETIC INFORMATION, (4) TAKING PHYSICAL INVENTORY, (5) CASH SALES, (6) SALES ON ACCOUNT, (7) ACCOUNTS RECEIVABLE, BALANCES, SCHEDULES, AND STATEMENTS, (8) ACCOUNTS PAYABLE, (9) THE COMPUTER IN THE SALES/ACCOUNTS RECEIVABLE CYCLE, AND (10) PAYROLL DATA PROCESSING. EACH UNIT CONTAINS A REFERENCE TO A SPECIFIC NEW YORK STATE SYLLABUS TOPIC AND ILLUSTRATIONS OF PUNCHED CARD FORMAT AND/OR FLOWCHARTS. A BIBLIOGRAPHY AND LISTS OF SUPPLEMENTARY SOURCE MATERIALS, FILMS, AND FILMSTRIPS ARE INCLUDED. (PS)

VT 001 155

BOOKKEEPING 1 AND BOOKKEEPING 2, SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$0.75).
PUB DATE - 64 56P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *BUSINESS EDUCATION; *BOOKKEEPING;

HIGH SCHOOLS

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING A FIRST- AND SECOND-YEAR COURSE IN BOOKKEEPING FOR HIGH SCHOOL STUDENTS. IT WAS DEVELOPED BY A COMMITTEE OF HIGH SCHOOL BOOKKEEPING TEACHERS AND TEACHER EDUCATORS AT THE STATE LEVEL, PILOT TESTED, AND REVISED. BOOKKEEPING 1 COVERS (1) ASSETS, LIABILITIES, AND CAPITAL, (2) INCOME AND EXPENSE, (3) LEDGER ACCOUNTS, (4) ASSETS AND CAPITAL ACCOUNTS, (5) MERCHANDISE ACCOUNTS, (6) RECEIVABLES, (7) PAYABLES, (8) CASH DISCOUNTS, (9) INTEREST ON INTEREST-BEARING NOTES, (10) MISCELLANEOUS INCOME, (11) JOURNALS AND CONTROL ACCOUNTS, (12) TRIAL BALANCE WITH CONTROL ACCOUNTS, (13) PETTY CASH SYSTEM, (14) PAYROLL TAXES, (15) BALANCE SHEET AND PROFIT AND LOSS STATEMENT, AND (16) ADJUSTING AND CLOSING ENTRIES. BOOKKEEPING 2 COVERS (1) PAYROLLS, (2) NEGOTIABLE BUSINESS PAPERS, (3) UNCOLLECTIBLE RECEIVABLES, (4) DEPRECIATION, (5) FINANCIAL STATEMENTS, (6) INTERPRETATION OF FINANCIAL STATEMENTS, (7) ADJUSTING AND CLOSING ENTRIES, (8) PARTNERSHIP, (9) CORPORATION, (10) TAXES, AND (11) BOOKKEEPING SYSTEMS. A CONTENT OUTLINE AND TEACHING SUGGESTIONS ARE GIVEN FOR THE COURSE. (PS)

VT 001 156

JOCHUMSEN, ELNA, AND OTHERS
SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN OFFICE PRACTICE, GRADES 11 AND 12.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$0.75).
PUB DATE - 64 139P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *OFFICE PRACTICE; GRADE 11; GRADE 12

ABSTRACT - THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A 1- OR 2-YEAR COURSE FOR STUDENTS IN GRADES 11 OR 12 WHO HAVE COMPLETED 1 YEAR OF TYPEWRITING AND WHO ARE INTERESTED IN THE NONSTENOGRAPHIC AND NONBOOKKEEPING OFFICE OCCUPATIONS. IT WAS DEVELOPED BY A COMMITTEE OF OFFICE PRACTICE TEACHERS AND STATE STAFF MEMBERS, USED IN SELECTED PILOT SCHOOLS, AND REVISED. THE GUIDE INCLUDES AN OFFICE PRACTICE PHILOSOPHY, METHODS OF PRESENTING THE WORK, A BRIEF OUTLINE OF UNITS OF INSTRUCTION, AND SUGGESTS FLEXIBLE STANDARDS OF ACHIEVEMENT. OUTLINES ARE GIVEN FOR THE SIX BASIC UNITS: (1) TYPEWRITING, (2) MACHINE TRANSCRIPTION, (3) DUPLICATING, (4) MACHINES (ADDING AND CALCULATING), (5) FILING, AND (6) OFFICE PRACTICE AND PROCEDURES. SEPARATE OUTLINES ARE PRESENTED FOR USE AT THE ACQUAINTANCESHIP, PRACTICAL USE, AND VOCATIONAL COMPETENCY LEVELS. SEVEN ADDITIONAL UNITS ARE SUGGESTED WHERE EMPLOYMENT CONDITIONS JUSTIFY THE OFFERINGS: (1) DUPLICATING (OTHER PROCESSES), (2) CASHIERING, (3) MACHINE TRANSCRIPTION (NEWER TRANSCRIBING MACHINES), (4) BOOKKEEPING AND BANKING, (5) BILLING, (6) CARD PUNCH AND TABULATING, AND (7) ADVANCED CLERICAL SKILLS.

BUS ED

ADMINISTRATIVE CONSIDERATIONS, CLASS ORGANIZATION, AND METHODS OF INSTRUCTION, AND MISCELLANEOUS INFORMATION ARE INCLUDED. (PS)

VT 001 157

BATTERSON, GEORGE W., AND OTHERS
BUSINESS ARITHMETIC, SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$1.00).
PUB DATE - 63 90P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING
GUIDES; *BUSINESS EDUCATION; GRADE 10;
*ARITHMETIC

ABSTRACT - THIS DOCUMENT IS FOR TEACHER USE
IN PLANNING A 1-YEAR COURSE IN BUSINESS
ARITHMETIC AT THE 10TH GRADE LEVEL. IT WAS
DEVELOPED BY A COMMITTEE OF TEACHERS AT THE
STATE LEVEL, PILOT TESTED IN HIGH SCHOOLS,
AND REVISED. THE UNITS ARE (1) FUNDAMENTALS
REFRESHER, (2) COMPUTING INTEREST, (3)
RECONCILING BANK BALANCES, (4) TAKING TRADE
DISCOUNTS, (5) TAKING CASH DISCOUNTS, (6)
DETERMINING SELLING PRICES, (7) ARRIVING AT
COMMISSIONS, (8) FINDING BANK DISCOUNT, (9)
COMPUTING SOCIAL SECURITY TAXES, (10)
PREPARING PAYROLLS, (11) FIGURING THE COST OF
PROPERTY INSURANCE, (12) COMPUTING
DEPRECIATION, (13) DISTRIBUTING PARTNERSHIP
PROFITS, (14) FINANCING ON THE INSTALLMENT
PLAN, (15) CHECKING ON THE COST OF UTILITIES,
(16) INVESTING IN STOCKS AND BONDS, (17)
OWNING YOUR OWN HOME, (18) VERIFYING PROPERTY
TAXES, (19) READING TABLES, (20) HANDLING
GRAPHS, (21) UNDERSTANDING NUMERATION
SYSTEMS, AND (22) INTEGRATING PROBLEMS. EACH
UNIT CONTAINS A BROAD OUTLINE OF CONTENT,
SUGGESTIONS FOR TEACHING EACH TOPIC, AND
SAMPLE ILLUSTRATIVE PROBLEMS ACCOMPANIED BY
SOLUTIONS. TWO FORMS OF BASIC ARITHMETIC
ABILITY APPRAISAL INSTRUMENT AND SUGGESTIONS
FOR ITS USE ARE INCLUDED. THE APPRAISAL WAS
ADMINISTERED TO A REPRESENTATIVE SAMPLE OF
900 BEGINNING BUSINESS ARITHMETIC STUDENTS IN
17 SCHOOLS IN DIFFERENT PARTS OF THE STATE,
AND THE RESULTS WERE USED TO OBTAIN THE
PERCENTILE EQUIVALENTS AND THE MASTERY
INDEXES INCLUDED. (PS)

VT 001 158

BAYER, THEODORE J., AND OTHERS
IDEA STIMULATORS FOR INTRODUCTION TO
BUSINESS ; SUGGESTED CLASS PROJECTS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$0.75).
PUB DATE - 63 97P.

DESCRIPTORS - *STUDENT PROJECTS; *TEACHING
GUIDES; *BUSINESS EDUCATION; HIGH SCHOOLS;
RESOURCE MATERIALS;
BIBLIOGRAPHIES; *MOTIVATION TECHNIQUES;
TEACHING TECHNIQUES

ABSTRACT - THE STUDENT SHOULD LEARN THE

PRINCIPLES OF A SOUND SAVINGS PROGRAM, HOW TO
INVEST MONEY WISELY, HOW TO USE CREDIT
JUDICIOUSLY, AND HOW TO PROTECT HIMSELF
AGAINST FINANCIAL RISKS COMMON TO MOST
PERSONS. TO ACHIEVE THESE AND OTHER
OBJECTIVES, THE TEACHER OF INTRODUCTION TO
BUSINESS MUST BE PREPARED TO STIMULATE THE
IMAGINATION OF STUDENTS OF WIDELY DIVERGENT
ABILITIES. THIS BROCHURE CONTAINS A VARIETY
OF PROJECTS AND CLASSROOM TECHNIQUES THAT
TEACHERS MAY ADAPT TO THEIR CLASSES. THE
MATERIALS WERE COMPILED BY A COMMITTEE OF
BUSINESS TEACHERS AT THE STATE LEVEL.
PROJECTS ARE INCLUDED FOR (1) THE MEANING OF
BUSINESS, (2) COMMUNICATION, (3) SAVINGS AND
INVESTMENTS, (4) INSURANCE, (5) BANK
SERVICES, (6) TRAVEL INFORMATION AND
FACILITIES, (7) RECORDING AND FILING, (8)
TYPES OF BUSINESS OWNERSHIP, (9) ORGANIZATION
FOR MANAGEMENT, (10) PURCHASING, (11) METHODS
OF PAYMENT, (12) SELLING, AND (13) VOCATIONAL
GUIDANCE. EACH PROJECT INCLUDES PROCEDURAL
STEPS AND SUGGESTED ACTIVITIES. DESCRIPTIONS
OF OTHER CLASSROOM TECHNIQUES AND PROCEDURES,
A LIST OF RELATED FILMS AND FILMSTRIPS, AND
AN ANNOTATED REFERENCE LIST ARE INCLUDED.
(PS)

VT 001 168 ED 023 784

DATA PROCESSING; A SUGGESTED TWO-YEAR POST
HIGH SCHOOL CURRICULUM. SECOND EDITION.

WASHINGTON STATE BOARD FOR VOCATIONAL
EDUCATION, OLYMPIA
PUB DATE - AUG 63 82P.

DESCRIPTORS - *DATA PROCESSING; *CURRICULUM;
*CURRICULUM GUIDES; POST SECONDARY EDUCATION;
*DATA PROCESSING OCCUPATIONS

ABSTRACT - THE MAJOR OBJECTIVE OF THIS
PROGRAM IS TO PREPARE A TECHNICALLY QUALIFIED
DATA PROCESSING TECHNICIAN WHO CAN ASSIST A
SYSTEMS ANALYST IN DESIGNING A LOGICAL
SYSTEMS APPROACH TO SOLVE DATA HANDLING
PROBLEMS, DEVELOP DETAILED DATA PROCESSING
PROCEDURES, WIRE CONTROL PANELS OR WRITE
PROGRAMS, DOCUMENT THESE PROCEDURES IN A
PROFESSIONAL MANNER, DEVELOP TEST DATA, AND
TEST THE PROCEDURES AND PROGRAMS.
DESCRIPTION, HOURS REQUIRED, AND COURSE
OUTLINES ARE GIVEN FOR THE FOLLOWING COURSES:
(1) INTRODUCTION TO DATA PROCESSING
PRINCIPLES, (2) UNIT RECORD PROCESSING
EQUIPMENT, (3) DATA PROCESSING APPLICATIONS
1, 2, AND 3, (4) INTRODUCTION TO ENGINEERING
APPLICATIONS, (5) BASIC COMPUTER SYSTEMS, (6)
COMPUTER PROGRAMMING 1, 2, 3, 4, AND 5, (7)
SYSTEMS DEVELOPMENT AND DESIGN 1, 2, AND 3,
(8) ACCOUNTING 1, 2, AND 3, (9) PRINCIPLES OF
STATISTICAL ANALYSIS 1 AND 2, (10) BUSINESS
ORGANIZATION, (11) DATA PROCESSING
MATHEMATICS, 1, 2, AND 3, (12) COMMUNICATIONS
SKILLS 1, 2, AND 3, AND (13) SOCIAL SCIENCE
1, 2, AND 3 (INDUSTRIAL PSYCHOLOGY,
SUPERVISORY TRAINING, AND INDUSTRIAL
ECONOMICS). (PS)

VT 001 224

INTRODUCTION TO BUSINESS SYLLABUS .

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION

PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$0.75).
PUB DATE - 62 122P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM
GUIDES; *BUSINESS EDUCATION; GRADE 9;
BIBLIOGRAPHIES; GRADE 10

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN
PLANNING AN INTRODUCTION TO BUSINESS COURSE
FOR 9TH OR 10TH GRADE STUDENTS. IT WAS
DEVELOPED BY A COMMITTEE OF EXPERIENCED HIGH
SCHOOL TEACHERS FOR USE BY REGULAR TEACHERS
OF BUSINESS SUBJECTS. THE MAJOR AIM IS TO
DEVELOP BROAD ECONOMIC CONCEPTS THAT WILL
HELP THE STUDENT CARRY ON A SOUND SAVINGS
PROGRAM, INVEST HIS MONEY WISELY, PROTECT
HIMSELF AGAINST COMMON RISKS, USE CREDIT
JUDICIOUSLY, AND BECOME A BETTER HOME MANAGER
AND CITIZEN. A CONTENTS OUTLINE, SUGGESTED
TEACHING PROCEDURES AND STUDENT ACTIVITIES,
AND A BIBLIOGRAPHY ARE GIVEN FOR THE
FOLLOWING TOPICS: (1) MEANING OF BUSINESS,
(2) COMMUNICATION, (3) THRIFT, SAVINGS, AND
INVESTMENTS, (4) INSURANCE, (5) BANK
SERVICES, (6) TRAVEL INFORMATION AND
FACILITIES, (7) RECORDING AND FILING, (8)
TYPES OF BUSINESS OWNERSHIP, (9) ORGANIZATION
AND MANAGEMENT, (10) PURCHASING, (11) METHODS
OF PAYMENT, (12) SELLING, AND (13) GUIDANCE--
EDUCATIONAL AND VOCATIONAL. THE MATERIAL IS
DESIGNED TO BE USED WITH A STANDARD TEXT IN A
1-YEAR COURSE. (PS)

VT 001 226

INTRODUCTION TO AUTOMATIC BUSINESS DATA
PROCESSING, A SUPPLEMENT FOR TEACHERS OF
INTRODUCTION TO BUSINESS OR BUSINESS
MANAGEMENT.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$1.25).
PUB DATE - 66 37P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS
EDUCATION; UNITS OF STUDY (SUBJECT FIELDS);
*ELECTRONIC DATA PROCESSING; *BASIC BUSINESS
EDUCATION; HIGH SCHOOLS

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN
PLANNING AN INSTRUCTIONAL UNIT ON AUTOMATIC
BUSINESS DATA PROCESSING FOR INCLUSION IN AN
INTRODUCTION TO BUSINESS OR BUSINESS
MANAGEMENT COURSE. IT WAS DEVELOPED BY A
COMMITTEE OF TEACHERS, A TEACHER TRAINER, AND
A COLLEGE DEPARTMENT HEAD AT THE STATE LEVEL.
THIS PROPOSED UNIT OF STUDY ON DATA
PROCESSING PRESENTS THE HISTORY OF ITS
GROWTH, ITS EFFECT ON THE ECONOMY, TERMS
PECULIAR TO THE FIELD, FUNCTIONS PERFORMED BY
NEW DATA PROCESSING EQUIPMENT, AND THE JOB
OPPORTUNITIES EMERGING IN THE FIELD. AN
OUTLINE OF UNIT CONTENT AND TEACHING
SUGGESTIONS ARE INCLUDED. THE APPENDIX
INCLUDES A FLOWCHART, FLOW DIAGRAM, LINE AND
STAFF ORGANIZATION OF A BUSINESS, SYMBOLS FOR
COMMUNICATION, AND DISPLAYS OF REMINGTON RAND
AND IBM CARD CODES. SUGGESTED RESOURCE
MATERIALS AND FILMS ARE LISTED. (PS)

VT 001 229

CONOVER, FORBART H.
EXPERIMENTAL OUTLINES FOR INSTRUCTION IN KEY
PUNCH MACHINE OPERATION AND AUTOMATIC
BUSINESS DATA PROCESSING (A ONE-YEAR COURSE
OF STUDY).

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$1.00).
PUB DATE - 65 130P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING
GUIDES; *BUSINESS EDUCATION; *DATA PROCESSING
OCCUPATIONS; *ELECTRONIC DATA PROCESSING;
HIGH SCHOOLS

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN
PLANNING AN INSTRUCTIONAL UNIT IN KEY PUNCH
OPERATION AND A 1-YEAR COURSE IN AUTOMATIC
BUSINESS DATA PROCESSING. THE MATERIALS WERE
DEVELOPED BY A COMMITTEE OF HIGH SCHOOL AND
COLLEGE TEACHERS OF DATA PROCESSING AT THE
STATE LEVEL. INSTRUCTION IN KEY PUNCH
OPERATION IS PROVIDED AS PART OF OFFICE
PRACTICE 1 OR 2 IN THE 11TH AND 12TH YEAR. IT
STRESSES TECHNICAL KNOWLEDGE OF THE MACHINE,
THE ABILITY TO OPERATE THE KEY PUNCH, AND THE
FUNCTION OF THE MACHINE IN AUTOMATED DATA
PROCESSING. A COURSE OUTLINE, TEACHING
SUGGESTIONS, TEACHING AIDS, AND AUDIO-VISUAL
AIDS ARE INCLUDED. THE ONE- OR TWO-SEMESTER
COURSE IN AUTOMATED BUSINESS DATA PROCESSING,
OFFERED IN THE 12TH YEAR, AIMS TO DEVELOP A
BASIC KNOWLEDGE OF THE FUNCTIONS AND FEATURES
OF DATA PROCESSING EQUIPMENT AND SKILL IN
OPERATING BASIC UNIT RECORD EQUIPMENT TO
PREPARE PUPILS FOR EMPLOYMENT AS ELECTRO-
MECHANICAL MACHINE OPERATORS. UNIT RECORD
EQUIPMENT SUGGESTED AS MINIMAL ARE TWO ALPHA-
NUMERIC KEY PUNCHES, ONE SORTER, AND ONE
TABULATOR. WHEN "HANDS-ON" EXPERIENCE IN
COMPUTER OPERATION IS PROVIDED, THE FOLLOWING
UNITS ARE SUGGESTED AS MINIMAL--CARD READER-
PUNCH, CENTRAL PROCESSING UNIT, AND PRINTER.
WHERE THIS EQUIPMENT IS NOT AVAILABLE,
ARRANGEMENT SHOULD BE MADE WITH A LOCAL
BUSINESS ORGANIZATION FOR SOME ACTUAL
EXPERIENCE WITH THIS HARDWARE. UNIT OUTLINES,
TEACHING SUGGESTIONS, PROJECTS, AND AUDIO-
VISUAL AIDS ARE PROVIDED FOR THE COURSE. (PS)

VT 001 286 ED 021 955

TODAY'S PREPARATION FOR TOMORROW'S JOBS.
CURRICULUM GUIDE AND HANDBOOK.

WEST VIRGINIA DEPT. OF VOCATIONAL EDUCATION,
CHARLESTON
KANAWHA COUNTY BOARD OF EDUCATION,
CHARLESTON, W. VA.
PUB DATE - 65 153P.

DESCRIPTORS - *CURRICULUM; *CURRICULUM
GUIDES; EDUCATIONAL FACILITIES; HIGH SCHOOLS;
*BUSINESS EDUCATION
IDENTIFIERS - WEST VIRGINIA

ABSTRACT - THE BUSINESS EDUCATION CURRICULUMS
ARE DIVIDED INTO FOUR SEQUENCES--GENERAL
CLERICAL, STENOGRAPHIC-SECRETARIAL,
ACCOUNTING-BOOKKEEPING, AND DATA PROCESSING.
OBJECTIVES, GRADE PLACEMENT, LENGTH OF

COURSE, BRIEF UNIT OUTLINES, AND SUGGESTED TEACHING AIDS AND ACTIVITIES ARE PROVIDED FOR--(1) BOOKKEEPING 1 AND 2, (2) BUSINESS ECONOMICS, (3) BUSINESS ENGLISH, (4) BUSINESS LAW, (5) BUSINESS MATHEMATICS, (6) BUSINESS ORGANIZATION AND MANAGEMENT, (7) DATA PROCESSING, (8) GENERAL BUSINESS, (9) MACHINE ACCOUNTING, (10) MERCHANDISING, (11) RECORD KEEPING, (12) SALESMANSHIP, (13) SHORTHAND 1 AND 2, (14) TRANSCRIPTION, (15) CLERICAL OFFICE PRACTICE, (16) OFFICE MACHINES, (17) SECRETARIAL OFFICE PRACTICE, AND (18) VOCATIONAL TYPEWRITING 1 AND 2. ESSENTIALS IN SETTING UP A COOPERATIVE WORK EXPERIENCE PROGRAM ARE DISCUSSED AND INCLUDE SAMPLE FORMS FOR AN EMPLOYMENT-OPPORTUNITY SURVEY, EMPLOYER'S STUDENT-RATING SHEET, GRADUATE FOLLOWUP QUESTIONNAIRE, STUDENT APPLICATION FOR COOPERATIVE WORK-EXPERIENCE PROGRAM, AND TEACHER'S STUDENT-RATING RECORD. PROCEDURES FOR A COMMUNITY OCCUPATIONAL SURVEY ARE LISTED. PHYSICAL FACILITIES, EQUIPMENT, TEACHING MATERIALS, AND LAYOUT ARE SUGGESTED FOR EACH BUSINESS EDUCATION CLASSROOM. (PS)

VT 001 315

CLERICAL PRACTICE FOR HIGH SCHOOLS.
CURRICULUM BULL V-6, 1964-65 SER.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y.

BOARD OF EDUCATION OF THE CITY OF NEW YORK,
PUBLICATIONS OFFICE, 110 LIVINGSTON STREET,
BROOKLYN, NEW YORK 11201 (\$1.00).

PUB DATE - 65 96P.

DESCRIPTORS - *CURRICULUM GUIDES; *CLERICAL OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; SECONDARY GRADES; BIBLIOGRAPHIES

ABSTRACT - THIS SYLLABUS FOR CLERICAL PRACTICE IS THE RESULT OF MORE THAN A DECADE OF STUDY AND EXPERIMENTATION BY BUSINESS TEACHERS AND SECRETARIAL STUDIES CHAIRMEN. IT PROVIDES A COURSE OF STUDY OUTLINE FOR A 2-YEAR SEQUENCE WITH THE FOLLOWING OBJECTIVES: (1) TO GIVE THE PUPIL A BASIC KNOWLEDGE OF BUSINESS, (2) TO PROVIDE SKILLS IN PERFORMING BASIC OFFICE JOBS AND IN OPERATING COMMON OFFICE MACHINES, (3) TO IMPROVE ORAL AND WRITTEN ENGLISH, PENMANSHIP HABITS, AND SKILL IN NUMBERS, (4) TO DEVELOP DESIRABLE BEHAVIOR PATTERNS, WORK HABITS, AND ATTITUDES, AND (5) TO PROVIDE THE STUDENT WITH NECESSARY KNOWLEDGE AND SKILL FOR SECURING INITIAL EMPLOYMENT. THE FIRST-YEAR UNITS INCLUDE: (1) DEVELOPMENT OF GOOD WORK HABITS, (2) ENGLISH, PENMANSHIP, AND NUMBER SKILLS, (3) TECHNIQUES IN USING OFFICE MACHINES, (4) FILING, (5) TELEPHONE, (6) TELEGRAPH AND CABLE, (7) HANDLING MAIL, (8) RECEIVING VISITORS, (9) MESSENGER SERVICE, AND (10) AUTOMATED DATA PROCESSING. THE SECOND YEAR PROGRAM INCLUDES CONTINUATION OF UNITS 1, 2, 3, 4, AND 10 AS LISTED FOR THE FIRST YEAR AND THE FOLLOWING: (1) HANDLING CASH, (2) BANKING, (3) REFERENCE BOOKS, (4) HANDLING STOCK, (5) TRAVEL AND TRAVEL SERVICES, (6) CIVIL SERVICE, AND (7) GETTING THE JOB. EACH UNIT INCLUDES THE SCOPE OF STUDY, A BRIEF OUTLINE OF CONTENT, SUGGESTED TEACHER-PUPIL ACTIVITIES, JVC VISUAL AND AUDITORY AIDS. (PS)

VT 001 326

SMITH, MAGGIE RITTER
TEACHING PERSONAL DEVELOPMENT FOR
OCCUPATIONAL PREPARATION. A TEACHER'S
MANUAL.

CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO. BUREAU OF BUSINESS EDUCATION
CALIFORNIA UNIV., LOS ANGELES. DIV. OF
VOCATIONAL EDUCATION
PUB DATE - 65 116P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *INDIVIDUAL DEVELOPMENT; *HYGIENE; POST SECONDARY EDUCATION; RESOURCE MATERIALS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - THIS GUIDE FOR TEACHER USE IN TEACHING A UNIT FOR ADULT FEMALE STUDENTS WAS DEVELOPED BY A BUSINESS AND INDUSTRY PERSONNEL CONSULTANT AND HAS BEEN REFINED THROUGH TRIAL. THE CONTENT OBJECTIVES ARE TO IMPROVE THE PERSONAL APPEARANCE, ATTITUDES, AND HUMAN RELATIONS SKILLS OF UNEMPLOYED OR UNDEREMPLOYED WOMEN IN SUCH A WAY AS TO MAKE THEM MORE QUALIFIED FOR WORK IN BUSINESS OFFICES. UNITS ARE: (1) PREREQUISITES TO SUCCESS: EFFICIENCY AND A POSITIVE ATTITUDE, (2) POISE, PHYSICAL FITNESS, AND FIGURE CONTROL, (3) PERSONAL GROOMING, (4) PROPER BUSINESS DRESS, (5) SPEECH SKILLS, (6) PERSONALITY DEVELOPMENT AND JOB SUCCESS, AND (7) PLANNING FOR THE INTERVIEW AND THE JOB. EACH OF THE UNITS OF INSTRUCTION CONTAINS: (1) AN OUTLINE OF INSTRUCTIONAL AREAS, A LIST OF SUGGESTED ACTIVITIES FOR THE INSTRUCTOR, (2) A LIST OF SUGGESTED ACTIVITIES FOR THE STUDENTS, AND (3) A LIST OF SUGGESTED REFERENCES AND AIDS. THE MATERIALS WERE DESIGNED FOR ABOUT 30 HOURS OF INSTRUCTION. (MM)

VT 001 348

NEFT, TILLIE
OFFICE PROCEDURES: A TEACHER'S MANUAL.

CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO
PUB DATE - 65 95P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE PRACTICE; *TEACHING GUIDES; SECONDARY GRADES; BIBLIOGRAPHIES; *OFFICE OCCUPATIONS; OCCUPATIONAL INFORMATION; JOB SKILLS

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN CONDUCTING A 1-SEMESTER OFFICE-PRACTICE COURSE FOR HIGH SCHOOL STUDENTS. IT WAS DEVELOPED BY A BUSINESS EDUCATION TEACHER WITH FUNDS FROM THE MANPOWER DEVELOPMENT AND TRAINING ACT. THE CONTENT OBJECTIVES ARE TO DEVELOP IN STUDENTS THE BASIC SKILLS NEEDED IN ENTRY OFFICE JOBS, TEACH STUDENTS TO CHECK THE ACCURACY OF THEIR WORK AND EVALUATE THEIR PROGRESS, AND INSTRUCT STUDENTS IN THE ETIQUETTE AND PERSONAL TRAITS OF BEHAVIOR REQUIRED IN A BUSINESS OFFICE. UNITS ARE: (1) TODAY'S OFFICE, (2) BUSINESS FORMS, (3) OFFICE SUPPLIES, (4) SOURCES OF INFORMATION, (5) USE OF TELEPHONE EQUIPMENT, (6) THE RECEPTIONIST'S JOB, (7) TELEGRAPH EQUIPMENT AND SERVICES, (8) HANDLING OF MAIL, AND (9) THE JOB. EACH UNIT CONTAINS AN OUTLINE OF

INSTRUCTIONAL AREAS, A LIST OF SUGGESTED ACTIVITIES, REFERENCES AND AIDS, AND A NUMBER OF AUDIO-VISUAL AIDS. THE MATERIAL IS GEOGRAPHICALLY ADAPTABLE TO ALL REGIONS AND IS DESIGNED FOR SMALL GROUP INSTRUCTION. (MM)

VT 001 407

SPARKS, MAVIS C.

BUSINESS FORMS: TRANSPARENCY MASTERS FOR USE IN TYPEWRITING, GENERAL BUSINESS, BOOKKEEPING SALESMANSHIP, AND OFFICE PRACTICE.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.

PUB DATE - NOV66 33P.

DESCRIPTORS - *BUSINESS EDUCATION; *TRANSPARENCIES; *RECORDS (FORMS); SECONDARY GRADES; *OFFICE OCCUPATIONS; BUSINESS SKILLS; *TEACHER DEVELOPED MATERIALS; STUDY GUIDES

ABSTRACT - THIS MANUAL CONTAINS TRANSPARENCY MASTERS FOR TEACHER USE IN DEVELOPING VISUAL AIDS FOR OVERHEAD PROJECTION, STUDENT HANDOUTS, AND BULLETIN BOARD DISPLAYS IN BUSINESS EDUCATION. IT WAS DEVELOPED BY A SUBJECT MATTER SPECIALIST AND IS TO BE REVISED AS DIRECTED BY TEACHERS OF BUSINESS AND OFFICE EDUCATION. TWENTY-NINE BUSINESS FORMS ARE INCLUDED FOR USE IN TEACHING (1) TYPEWRITING, (2) GENERAL BUSINESS, (3) BOOKKEEPING, (4) SALESMANSHIP, AND (5) OFFICE PRACTICE, IN THE HIGH SCHOOL, AREA VOCATIONAL SCHOOL, OR COMMUNITY COLLEGE. SUGGESTIONS ARE INCLUDED FOR EFFECTIVE CLASSROOM USE OF TRANSPARENCIES. (MM)

VT 001 446

KRIEGBAUM, ROBERT E.

TEACHING BUSINESS DATA PROCESSING IN HIGH SCHOOL OFFICE PRACTICE AND POST-HIGH SCHOOL. REPORT OF THE BUSINESS EDUCATION WORKSHOP IN BUSINESS SYSTEMS AND DATA PROCESSING (6TH, JUNE 13-JULY 1, 1966).

DAYTON UNIV., OHIO

PUB DATE - 6 6173P

DESCRIPTORS - *ELECTRONIC DATA PROCESSING; *BUSINESS EDUCATION; *TEACHING GUIDES; HIGH SCHOOLS; POST SECONDARY EDUCATION; OFFICE PRACTICE

ABSTRACT - TWENTY-ONE BUSINESS TEACHERS IN A BUSINESS EDUCATION WORKSHOP DEVELOPED THE TEACHING UNITS RELATED TO DATA PROCESSING FOR USE BY BUSINESS TEACHERS OF HIGH SCHOOL OFFICE PRACTICE CLASSES AND FOR BUSINESS TEACHERS ON THE POST-HIGH SCHOOL LEVEL. UNITS TO BE PRESENTED IN 25 TO 30 HOURS TO HIGH SCHOOL SENIORS IN AN OFFICE PRACTICE COURSE ARE: (1) THE HISTORY OF DATA PROCESSING, (2) BASIC OPERATIONS IN PROCESSING INFORMATION, (3) MANUAL, MECHANICAL, AND PUNCHED CARD METHODS OF PROCESSING INFORMATION, (4) EQUIPMENT USED TO PROCESS PUNCHED CARDS, (5) INTEGRATED DATA PROCESSING (6) USES AND COMPONENTS OF COMPUTERS, (7) FLOW CHARTS, (8) PROGRAMING, (9) THE BINARY SYSTEM, AND (10) CAREER OPPORTUNITIES IN AUTOMATED DATA PROCESSING. A ONE-SEMESTER COURSE IN DATA PROCESSING ON THE POST-HIGH SCHOOL LEVEL

INCLUDES THE UNITS: (1) NEED FOR DATA PROCESSING INFORMATION, (2) EVALUATION AND DEVELOPMENT OF DATA PROCESSING, (3) SYSTEMS AND PROCEDURES, (4) DATA PROCESSING HARDWARE, AND (5) METHODS, MATERIALS, AND RESOURCES. SUGGESTED EVALUATION TECHNIQUES INCLUDING TWO CASE STUDIES AND A BIBLIOGRAPHY ARE INCLUDED. THESE UNITS WERE DESIGNED FOR USE IN CLASSES WHERE THERE IS NO EQUIPMENT OR VERY LIMITED EQUIPMENT AVAILABLE. (PS)

VT 001 529

BUSINESS TRAINING .

MODESTO JUNIOR COLLEGE, CALIF.

ADULT DIVISION, MODESTO JUNIOR COLLEGE, MODESTO, CALIFORNIA 95350.

PUB DATE - MAY66 14P.

DESCRIPTORS - *CURRICULUM GUIDES; *PROGRAM PLANNING; *BUSINESS EDUCATION; *BANK TELLERS; *BANKING; ADULT VOCATIONAL EDUCATION

ABSTRACT - THE PURPOSE OF THE PROJECT WAS TO PREPARE UNEMPLOYED ADULTS TO MEET THE PERFORMANCE STANDARDS AND PERSONAL REQUIREMENTS NECESSARY TO ENTER EMPLOYMENT AS BANK TELLERS AND TO PERFORM SUCCESSFULLY ON A CONTINUING BASIS IN SUCH A POSITION. THE COURSE DEVELOPED FOR THE PROJECT RAN FOR 10 WEEKS, 6 HOURS A DAY, FOR A TOTAL OF 300 HOURS. THE COURSE OF STUDY WAS BASED ON SUGGESTIONS FROM AN ADVISORY COMMITTEE COMPOSED OF REPRESENTATIVES FROM FOUR BANKS, THE DEPARTMENT OF EMPLOYMENT, AND THE BUSINESS TRAINING SECTION OF THE MODESTO JUNIOR COLLEGE. THE MAJOR UNITS WERE (1) BASIC SKILLS DEVELOPMENT, (2) COMMUNICATIONS, (3) CUSTOMER RELATIONS AND PERSONAL GROOMING, (4) GENERAL BANKING PROCEDURES, AND (5) BANKING BUSINESS MACHINES. THE BACKGROUND OF TRAINEES, SOURCE AND SELECTION OF TRAINEES, BACKGROUND OF THE TEACHER, EQUIPMENT USED, STANDARDS OF PERFORMANCE, TEACHING METHODS, AND THE FIELD TRIP OF THE CLASS ARE BRIEFLY DESCRIBED. ONE MONTH AFTER COMPLETING THE COURSE, SEVEN OF 17 MEMBERS OF THE CLASS WERE EMPLOYED IN A TRAINING RELATED JOB, AND ONE WAS EMPLOYED IN A NON-RELATED JOB. (PS)

VT 001 577

BUSINESS LAW FOR HIGH SCHOOLS CURRICULUM BULLETIN NO. 2, 1966-67 SERIES.

NEW YORK CITY BOARD OF EDUCATION, N.Y.

PUB DATE - 67 80P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *BUSINESS EDUCATION; SECONDARY GRADES; BIBLIOGRAPHIES; *LAW INSTRUCTION IDENTIFIERS - *BUSINESS LAW

ABSTRACT - DEVELOPED BY A LOCAL COMMITTEE, THIS GUIDE IS FOR TEACHER USE IN PLANNING A COURSE FOR HIGH SCHOOL STUDENTS IN BUSINESS LAW. THE CONTENT OBJECTIVES ARE TO DEVELOP AN UNDERSTANDING OF LAW, ITS MEANING AND DEVELOPMENT, MAKING A CONTRACT, BUYING AND SELLING GOODS, AND SUPPLEMENTARY PRINCIPLES. AN OUTLINE IS CONTAINED FOR A 1-TERM COURSE IN BUSINESS LAW I AND A 1-TERM COURSE IN BUSINESS LAW II. STUDENTS WHO COMPLETE BOTH TERMS SHOULD BE ADEQUATELY PREPARED FOR THE

REGENTS EXAMINATION IN THE STATE OF NEW YORK. A BIBLIOGRAPHY WHICH INCLUDES REFERENCE BOOKS FOR STUDENTS AND TEACHERS AND A LEGAL VOCABULARY ARE APPENDED. (CH)

VT 001 601 ED 016 049

AIKIN, BRENTON R.
DEVELOPING THE OCCUPATIONAL BUSINESS EDUCATION PROGRAM IN THE SMALL HIGH SCHOOL. BUSINESS EDUCATION CURRICULUM DEVELOPMENT SERIES.

CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO.

PUB DATE - 66 28P.

DESCRIPTORS - *CURRICULUM DEVELOPMENT;
GUIDELINES; HIGH SCHOOLS; *OFFICE OCCUPATIONS
EDUCATION; *PROGRAM DEVELOPMENT; *SMALL
SCHOOLS

ABSTRACT - SOME OF THE PROBLEMS INVOLVED IN BUSINESS EDUCATION IN THE SMALL SCHOOL WITH AN ENROLLMENT OF 350 OR LESS, ARE EXPLORED. SUGGESTIONS ARE BASED ON OBSERVATIONS OF PRACTICES IN SELECTED SMALL SCHOOLS, AN EXAMINATION OF THE LITERATURE IN THE FIELD, AND CONFERENCES WITH SCHOOL ADMINISTRATORS, TEACHERS, AND BUSINESSMEN. GUIDELINES FOR DEVELOPING COURSES SUGGEST WAYS OF REDUCING THE HIGH TEACHER LOAD, INSURING ADEQUATE COURSE DEPTH FOR INITIAL EMPLOYMENT, AND ATTAINING COURSE FLEXIBILITY AND ADAPTABILITY. EACH ELEMENT OF THE COURSE OF STUDY IS ANALYZED AS TO CONTENT, POSSIBILITY OF COMBINATION WITH OTHERS, AND METHODS. THE ELEMENTS ARE COMBINED INTO THREE BUSINESS EDUCATION PROGRAMS ILLUSTRATING WAYS OF PROVIDING WELL-ROUNDED, ADEQUATE INSTRUCTION FOR GRADES 10, 11, AND 12--A STANDARD PROGRAM WITH AND WITHOUT SHORTHAND, AN ALTERNATE-YEAR-OFFERING METHOD WITH AND WITHOUT SHORTHAND, AND A SEMINAR METHOD. THE APPENDIX INCLUDES (1) AN ANALYSIS OF JOB ENTRY REQUIREMENTS SUCH AS KNOWLEDGE AND ABILITIES NEEDED, DUTIES, PERSONALITY TRAITS, AND SPEED REQUIREMENTS FOR THE STENOGRAPHER, CLERK-TYPISTS, AND GENERAL OFFICE CLERK, (2) ROOM LAYOUTS DESIGNED FOR THE SMALL SCHOOL, AND (3) A LIST OF BASIC INSTRUCTIONAL EQUIPMENT. (PS)

VT 001 873

EDUCATION FOR BUSINESS, PROGRAM GUIDE AND COURSES OF STUDY.

NORTH CAROLINA STATE DEPT. OF PUBLIC
INSTRUCTION, RALEIGH
PUBLICATION NO. 368
PUB DATE - DEC63 155P.

DESCRIPTORS - *BUSINESS EDUCATION; *PROGRAM
GUIDES; PROGRAM PLANNING; EDUCATIONAL
FACILITIES; EDUCATIONAL EQUIPMENT; BUSINESS
EDUCATION TEACHERS; COURSE DESCRIPTIONS;
SECONDARY GRADES; GUIDANCE SERVICES

ABSTRACT - INTENDED AS AN AID FOR ADMINISTRATORS AND TEACHERS IN DEVELOPING BUSINESS PROGRAMS, THE MAJOR PORTION OF THE GUIDE CONTAINS THE SCOPE AND SEQUENCE OF COURSE OFFERINGS, SUGGESTING THE OBJECTIVES, PREREQUISITES, PROCEDURES AND CONTENT FOR

THESE COURSES OF STUDY: (1) BASIC BUSINESS-ECONOMIC EDUCATION COURSES, (2) BOOKKEEPING I, (3) TYPEWRITING I, (4) ADVANCED BASIC BUSINESS-ECONOMIC INFORMATION, AND (5) SPECIALIZED BUSINESS EDUCATION COURSES. OTHER SECTIONS DEAL WITH: (1) THE SCOPE AND IMPORTANCE OF EDUCATION FOR BUSINESS, (2) MODIFICATION OF BUSINESS PROGRAMS FOR DIFFERENT KINDS OF HIGH SCHOOLS, (3) GUIDANCE SERVICES, (4) RECOMMENDATIONS FOR FACILITIES AND EQUIPMENT, AND (5) A CONTINUING PLAN OF IMPROVEMENT FOR BUSINESS TEACHERS. A SAMPLE FORM FOR EVALUATING STUDENTS IS APPENDED. (SB)

VT 001 981

CAMIAN (BROTHER), ED.
BOOKKEEPING I, SYLLABUS.

BROTHERS OF THE SACRED HEART, NEW ORLEANS
PROVINCE, DAPHNE, ALA. BUSINESS EDUCATION
COMMITTEE

PUB DATE - 64 34P.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING
GUIDES; *CURRICULUM GUIDES; *BOOKKEEPING;
GRADE 11; GRADE 12

ABSTRACT - CURRICULUM MATERIALS TO AID TEACHERS IN PLANNING A FIRST-YEAR BOOKKEEPING COURSE WERE DEVELOPED BY A BUSINESS EDUCATION CURRICULUM COMMITTEE AND ARE INTENDED FOR STUDENTS IN GRADES 11 OR 12 WHO HAVE HAD GENERAL BUSINESS, BUSINESS MATH, AND BUSINESS LAW. TIME ALLOTMENT, TEACHING SUGGESTIONS, AND AIMS AND OBJECTIVES ARE PROVIDED FOR THESE UNITS: (1) THE BOOKKEEPING CYCLE IN ITS SIMPLEST FORM, (2) THE BOOKKEEPING CYCLE WITH SPECIAL JOURNALS AND SUBSIDIARY LEDGERS, (3) PRACTICE SET WITH BUSINESS PAPERS, (4) PROBLEMS IN RECORDING BOOKKEEPING TRANSACTIONS AND PRACTICE SET, AND (5) ADAPTING BOOKKEEPING METHODS TO THE BUSINESS. ALSO INCLUDED ARE REFERENCE LISTS, EQUIPMENT AND FACILITIES REQUIREMENTS, AND ENRICHMENT MATERIALS FOR ADVANCED STUDENTS. (SP)

VT 001 971

BUSINESS LAW 11 OR 12.

ROCHESTER CITY SCHOOL DISTRICT, N.Y.

PUB DATE - 64 52P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS
SUBJECTS; *SLOW LEARNERS; *HIGH SCHOOL
CURRICULUM; COURSE OBJECTIVES; COURSE CONTENT
IDENTIFIERS - *BUSINESS LAW; UNIFORM
COMMERCIAL CODE; NEW YORK

ABSTRACT - THIS COURSE OUTLINE IS FOR TEACHER USE IN CONDUCTING A COURSE FOR HIGH SCHOOL JUNIORS AND SENIORS IN BUSINESS LAW. IT WAS DEVELOPED BY TEACHERS AT THE LOCAL LEVEL WITH THE ASSISTANCE OF CONSULTANTS. THE CONTENT OBJECTIVES ARE TO INSTRUCT AT VARYING LEVELS OF MASTERY AND ACQUAINTANCE IN THE FOLLOWING AREAS: CONTRACTS, BAILMENTS, SALES, INSURANCE, AND EMPLOYMENT AND AGENCY. THE COURSE WAS DESIGNED FOR 80 HOURS OF INSTRUCTION TO BE CONDUCTED OVER 20 WEEKS WITH 47 MINUTES PER CLASS FIVE DAYS PER WEEK. THE TEACHER COMPETENCY REQUIREMENT IS FOR CERTIFIED BUSINESS TEACHERS AND THE STUDENT

SELECTION CRITERIA SPECIFIES THAT STUDENTS MUST BE SLOW LEARNERS. A LIST OF SUGGESTED AUDIO-VISUAL MATERIALS IS INCLUDED. (CH)

VT 001 987

ADVANCED SHORTHAND AND TRANSCRIPTION ; AN INSTRUCTIONAL GUIDE, SENIOR HIGH SCHOOL. PUBLICATION SC-637.

LOS ANGELES CITY SCHOOLS, CALIFORNIA. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES
PUB DATE - 67 47P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *STENOGRAPHERS; *MACHINE TRANSCRIPTION; GRADE 12; ADULT EDUCATION; *STENOGRAPHY

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING A COURSE IN ADVANCED SHORTHAND AND TRANSCRIPTION USING THE DIAMOND JUBILEE SERIES FOR GRADE 12 STUDENTS OR ADULT EDUCATION CLASSES. IT WAS DEVELOPED BY A COMMITTEE OF HIGH SCHOOL TEACHERS AND COMPILED BY A CURRICULUM CONSULTANT. THE GUIDE IS DIVIDED INTO THREE SECTIONS, ONE FOR ADVANCED SHORTHAND, ONE FOR TRANSCRIPTION, AND ONE FOR THE LISTING OF TEXTBOOKS AND OTHER RESOURCES. OBJECTIVES, SAMPLE LESSON PLANS, GENERAL SUGGESTIONS, TEACHING METHODS, TESTING PROCEDURES, AND EVALUATIVE METHODS ARE INCLUDED IN THE FIRST TWO SECTIONS. THE TEACHER SHOULD BE CREDENTIALLED AND COMPETENT IN TEACHING SHORTHAND AND TRANSCRIPTION. PREPARED SHORTHAND DICTATION MATERIAL TO BE USED WITH RECORD PLAYERS, TAPE RECORDERS, OR AUDIO-LEARNING LABORATORIES IS NEEDED TO SUPPLEMENT THE COURSE, WHICH IS DESIGNED FOR A 40-WEEK SCHOOL YEAR CONSISTING OF FIVE 50-MINUTE PERIODS PER WEEK. (MM)

VT 002 018

101 TEACHING SUGGESTIONS FOR STIMULATING STUDENT LEARNING IN BUSINESS EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT. THE PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 (SINGLE COPIES AVAILABLE).
PUB DATE - 65 65P.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING TECHNIQUES; TEACHING METHODS; *STENOGRAPHY; OFFICE PRACTICE; *BOOKKEEPING; *TYPEWRITING; ECONOMICS; BUSINESS CORRESPONDENCE; RESOURCE MATERIALS

ABSTRACT - THIS DOCUMENT CONTAINS TEACHING TECHNIQUES GATHERED FROM EXPERIENCED TEACHERS IN MANY OF THE REGISTERED PRIVATE BUSINESS SCHOOLS OF THE STATE OF NEW YORK. ALL ARE TECHNIQUES WHICH HAVE BEEN USED SUCCESSFULLY AND WHICH MAY PROVE USEFUL TO OTHER BUSINESS EDUCATORS. TEACHING TECHNIQUES ARE INCLUDED FOR: (1) TYPEWRITING, (2) SHORTHAND, (3) TRANSCRIPTION, (4) SECRETARIAL PRACTICE, (5) ENGLISH FOR BUSINESS, (6) ECONOMIC UNDERSTANDING, (7) BUSINESS MATHEMATICS, AND (8) BOOKKEEPING AND ACCOUNTING. (JS)

VT 002 252

STUDENT'S INSTRUCTIONAL HANDBOOK IN TYPEWRITING.

LOUISIANA STATE VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, NATCHITOCHES. VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, P.O. BOX 657, NATCHITOCHES, LOUISIANA 71457 (\$2.00 FOR SINGLE COPY ONLY).
PUB DATE - 66 142P.

DESCRIPTORS - *BUSINESS EDUCATION; *STUDY GUIDES; *TYPEWRITING; *AREA VOCATIONAL SCHOOLS; POSTSECONDARY EDUCATION

ABSTRACT - INSTRUCTIONS ARE PROVIDED FOR THE 218 LESSONS IN THIS 400-HOUR COURSE, "GREGG TYPEWRITING FOR COLLEGES." THE COURSE WAS DEVELOPED FOR STUDENT USE WITH MINIMUM INSTRUCTOR HELP BY THE AUTHOR UNDER THE DIRECTION OF A COMMITTEE OF TEACHERS AT THE STATE LEVEL AND WAS TESTED ON A SMALL GROUP. THE MATERIAL WAS DESIGNED FOR USE AT THE AREA VOCATIONAL TECHNICAL OR TRADE SCHOOL LEVEL FOR THE BEGINNING TYPIST, AGE OVER 16, ENROLLED IN A BUSINESS OCCUPATIONS CURRICULUM. IT IS DESIRABLE FOR THE TEACHER TO HAVE A CERTIFICATE IN BUSINESS. ILLUSTRATIONS, A CHECKLIST OF TECHNIQUES, AN ERPCR ANALYSIS CHART, AND SUPPLEMENTAL RULES FOR TYPING ARE INCLUDED. THIS DOCUMENT IS AVAILABLE IN SINGLE COPY ONLY FOR \$2.00 FROM VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, P.O. BOX 657, NATCHITOCHES, LOUISIANA 71457. (PS)

VT 002 256

PRINTING CALCULATOR, STUDENT WORKBOOK.

LOUISIANA STATE VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, NATCHITOCHES. VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, P.O. BOX 657, NATCHITOCHES, LOUISIANA 71457 (\$2.00).
PUB DATE - 67 98P.

DESCRIPTORS - *WORKBOOKS; POST SECONDARY EDUCATION; *BUSINESS EDUCATION; *CALCULATORS

ABSTRACT - THE PURPOSE OF THIS WORKBOOK IS TO TEACH THE BASIC CONCEPTS OF CALCULATOR OPERATION: (1) ADDITION AND SUBTRACTION, (2) MULTIPLICATION, (3) CUMULATIVE MULTIPLICATION, (4) PERCENTAGE - DISCOUNTS, (5) USE OF CONSTANTS - PAYROLL, (6) DIVISION, (7) AVERAGING, (8) MULTI-FACTOR - MULTIPLICATION AND DIVISION - INTEREST, (9) CHAIN DISCOUNTS, AND (10) PRORATION. IT WAS DEVELOPED AT THE STATE LEVEL AND TESTED BY A SPECIALIST UNDER THE DIRECTION OF TEACHERS IN SMALL GROUPS. THE CONTENT DESCRIBES FOUR CALCULATORS, PRESENTS PRACTICE PROBLEMS, AND GIVES SPECIFIC INSTRUCTIONS FOR EACH OPERATION IF IT REQUIRES KNOWLEDGE OTHER THAN THAT OF THE 10-KEY MACHINE. STUDENT PERFORMANCE IS EVALUATED BY MEANS OF A STUDENT ANSWER SHEET FOR EACH JOB. STUDENTS SHOULD USE THE BOOK IN THE CLASSROOM FOR APPROXIMATELY 20 HOURS UNDER MINIMUM SUPERVISION OF A COMPETENT TEACHER OF BUSINESS MACHINES. STUDENTS SHOULD BE OVER 16 YEARS OF AGE WITH PREVIOUS EXPERIENCE ON THE

10-KEY MACHINE. AN ANSWER KEY (VT 002 255) IS AVAILABLE AT NO CHARGE. (EM)

VT 002 310 ED C17 66C
ELECTRONIC BUSINESS DATA PROCESSING
PERIPHERAL EQUIPMENT OCCUPATIONS, SUGGESTED
CURRICULA.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
OE-86010
PUB DATE - 64 120P.

DESCRIPTORS - BIBLIOGRAPHIES; *CURRICULUM;
*CURRICULUM GUIDES; *DATA PROCESSING
OCCUPATIONS; INSTRUCTIONAL MATERIALS;
MANPOWER DEVELOPMENT; *OFFICE OCCUPATIONS
EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - MDTA PROGRAMS

ABSTRACT - VOCATIONAL CURRICULUMS ARE SUGGESTED FOR EIGHT ELECTRONIC BUSINESS DATA PROCESSING OCCUPATIONS AS A GUIDE TO TRAINING UNEMPLOYED AND UNDEREMPLOYED PERSONS. THE COURSE OUTLINES AND OTHER MATERIAL WERE PREPARED BY STAFF MEMBERS OF THE INFORMATION AND TRAINING SERVICES DIVISION OF MCGRAW-HILL, INC. CONSULTANTS INCLUDED DATA PROCESSING TRAINING SPECIALISTS FROM INDUSTRY, ADMINISTRATORS IN CITY AND STATE BUSINESS EDUCATION DEPARTMENTS, AND FACULTY MEMBERS IN HIGH SCHOOLS, COLLEGES, AND VOCATIONAL TRAINING INSTITUTIONS. CURRICULUMS ARE SUGGESTED FOR THE OCCUPATIONS--(1) TAPE LIBRARIAN, (2) KEY-PUNCH OPERATOR, (3) CLERICAL SUPERVISOR, (4) CODING CLERK, (5) MACHINE-RECORDS UNIT SUPERVISOR, (6) STATISTICAL CLERK, (7) TABULATING MACHINE OPERATOR, AND (8) CONSOLE OPERATOR. SUBJECTS FOR EACH OCCUPATIONAL COURSE OF STUDY ARE DRAWN FROM GENERAL OFFICE EDUCATION UNITS, SUBJECTS COMMON TO TWO OR MORE OCCUPATIONS, AND SPECIALIZED OCCUPATION UNITS, BOTH LISTED. PROGRAM LENGTHS VARY FROM 13 TO TWENTY-TWO 30-HOUR WEEKS. HOURS REQUIRED, UNIT DESCRIPTION, TOPIC OUTLINES FOR EACH UNIT, TEXTS, AND OTHER TEACHING AIDS ARE SHOWN FOR EACH COURSE OF STUDY. JOB DESCRIPTIONS AND PREREQUISITES FOR TRAINING AND EMPLOYMENT ARE GIVEN FOR EACH OCCUPATION. TRAINEES ENROLLED IN THE PROGRAMS ARE EXPECTED TO HAVE COMPLETED APPROXIMATELY 10 YEARS OF FORMAL EDUCATION AND TO HAVE A WORKING KNOWLEDGE OF ENGLISH AND ELEMENTARY ARITHMETIC. INSTRUCTORS SHOULD BE QUALIFIED IN BUSINESS DATA PROCESSING. SUGGESTED STANDARDS OF ACHIEVEMENT AND AN EXTENSIVE BIBLIOGRAPHY OF TEXTS AND REFERENCES, PERIODICALS, DIRECTORIES, FILMS AND FILMSTRIPS, AND OTHER INSTRUCTIONAL AIDS ARE INCLUDED. THIS DOCUMENT IS AVAILABLE FOR 70 CENTS FROM SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (PS)

VT 002 324
CLOW, CLETUS A.
BUSINESS EDUCATION CURRICULUM IMPLICATIONS OF THE EFFECTS OF TECHNOLOGY ON THE TYPES OF OFFICE MACHINES USED BY SELECTED CONNECTICUT BUSINESSES.

CONNECTICUT STATE DEPT. OF EDUCATION,
HARTFORD. DIV. OF VOCATIONAL EDUCATION.

CENTRAL CONNECTICUT STATE COLL., NEW BRITAIN
PUB DATE - APR67 25P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION;
*SCHOOL SURVEYS; *CURRICULUM PLANNING;
*OFFICE MACHINES; *BUSINESS; QUESTIONNAIRES;
HIGH SCHOOLS
IDENTIFIERS - CONNECTICUT

ABSTRACT - THE PURPOSE OF THE STUDY WAS TO ASCERTAIN THE TYPES OF OFFICE MACHINES USED IN SELECTED BUSINESSES OF CONNECTICUT, THE NUMBER OF EMPLOYEES USING THIS EQUIPMENT, AND THE IMPLICATIONS OF THIS INFORMATION FOR BUSINESS EDUCATION. RESPONSES TO QUESTIONNAIRES WERE RECEIVED FROM 3,168 CONNECTICUT BUSINESSES IN THE 17 LABOR MARKET AREAS OF CONNECTICUT. THEY REPRESENTED 59 DIFFERENT TYPES OF BUSINESSES. RESPONSES WERE OBTAINED FROM 124 PUBLIC HIGH SCHOOLS IN CONNECTICUT WHICH OFFERED INSTRUCTION IN OFFICE MACHINES. FINDINGS INDICATED THAT: (1) TWICE AS MANY BUSINESSES USED THE 10-KEY ADDING MACHINE AS THE FULL-KEYBOARD TYPE, (2) USE OF THE ROTARY AND PRINTING CALCULATOR IS INCREASING AND USE OF THE KEY-DRIVEN CALCULATOR IS DECREASING, (3) MANY JOB OPPORTUNITIES EXIST FOR CARD PUNCH, VERIFYING, AND TRANSCRIBING MACHINE OPERATORS, (5) OF THE 1,434 BUSINESSES WHO USE A TYPE OF OFFICE DUPLICATOR, 35 PERCENT USE THE OFFSET PROCESS, AND (6) THE PROGRAMS IN BUSINESS EDUCATION DEPARTMENTS DO NOT REFLECT THESE TRENDS. (PS)

VT 002 361 ED 013 322
RONEY, MAURICE W., AND OTHERS
ELECTRONIC DATA PROCESSING--I, A SUGGESTED 2-YEAR POST HIGH SCHOOL CURRICULUM FOR COMPUTER PROGRAMERS AND BUSINESS APPLICATIONS ANALYSTS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
OE-80024
PUB DATE - JAN66 56P.

DESCRIPTORS - *BUSINESS EDUCATION; COMPUTERS;
*CURRICULUM; *CURRICULUM GUIDES; *DATA
PROCESSING; ELECTRONIC EQUIPMENT;
*PROGRAMERS; TECHNICAL EDUCATION

ABSTRACT - DESIGNED FOR USE IN PLANNING PREPARATORY PROGRAMS, THIS CURRICULUM CAN ALSO BE USEFUL IN PLANNING EXTENSION COURSES FOR EMPLOYED PERSONS. MATERIALS WERE ADAPTED FROM A GUIDE PREPARED BY ORANGE COAST COLLEGE, CALIFORNIA, UNDER A CONTRACTUAL ARRANGEMENT WITH THE U.S. OFFICE OF EDUCATION, AND REVIEWED BY A COMMITTEE COMPOSED OF SPECIALISTS IN DATA PROCESSING, COMPUTER APPLICATIONS, AND TECHNICAL EDUCATION. HOURS REQUIRED, DESCRIPTION OF THE COURSE, OUTLINE OF MAJOR DIVISIONS, AND REFERENCES ARE GIVEN FOR THE COURSES -- (1) FIRST YEAR -- DATA PROCESSING MATHEMATICS I, INTRODUCTION TO BUSINESS DATA PROCESSING, ELECTRONIC ACCOUNTING MACHINES, ACCOUNTING I, COMMUNICATIONS SKILLS I, DATA PROCESSING MATHEMATICS II, DATA PROCESSING APPLICATIONS, COMPUTER PROGRAMING I, ACCOUNTING II, AND COMMUNICATION SKILLS II, AND (2) SECOND YEAR -- COMPUTER PROGRAMING II, PROGRAMING SYSTEMS, STATISTICS, BUSINESS ORGANIZATION, COST ACCOUNTING, BUSINESS SYSTEMS DESIGN AND

DEVELOPMENT, ADVANCED PROGRAMING SYSTEMS, DATA PROCESSING FIELD PROJECT, AND SOCIAL SCIENCES. THE TEACHER SHOULD HAVE TECHNICAL COMPETENCE, BUSINESS EXPERIENCE, AND PROFESSIONAL TRAINING IN EDUCATIONAL PROCESSES. STUDENTS SHOULD HAVE DEMONSTRATED COMPETENCE IN HIGH SCHOOL MATHEMATICS. THE APPENDIX INCLUDES A BIBLIOGRAPHY, A LIST OF AUDIOVISUAL AIDS, AND LABORATORY LAYOUTS. THIS DOCUMENT IS AVAILABLE AS GPO NUMBER FS 5.280--80024 FOR 40 CENTS FROM SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (PS)

VT 002 418 ED 013 325

PETERSON, CLARENCE F.
ELECTRONIC DATA PROCESSING IN ENGINEERING, SCIENCE, AND BUSINESS. SUGGESTED TECHNIQUES FOR DETERMINING COURSES OF STUDY IN VOCATIONAL AND TECHNICAL EDUCATION PROGRAMS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
OE-80030
PUB DATE - 64 41P.

DESCRIPTORS - BUSINESS EDUCATION; *CURRICULUM DEVELOPMENT; CURRICULUM PLANNING; *DATA PROCESSING; EDUCATIONAL NEEDS; ELECTRONIC EQUIPMENT; *JOB ANALYSIS; OCCUPATIONAL CLUSTERS; *OCCUPATIONAL INFORMATION; *PROGRAMERS; TECHNICAL EDUCATION

ABSTRACT - INFORMATION IS PROVIDED TO HELP THE STATES ORGANIZE AND OPERATE PROGRAMS UNDER TITLE VIII OF THE NATIONAL DEFENSE EDUCATION ACT OF 1958. IT EXPLAINS HOW BASIC OCCUPATIONAL INFORMATION RESULTING FROM JOB ANALYSIS IS USED TO DETERMINE RELATIONSHIPS AMONG JOBS IN ELECTRONIC DATA PROCESSING, THE TECHNICAL KNOWLEDGE REQUIRED FOR SUCCESSFUL JOB PERFORMANCE, AND HOW SUCH INFORMATION IS THEN USED TO ESTABLISH THE COURSES OF STUDY REQUIRED TO PREPARE STUDENTS FOR A CLUSTER OF CLOSELY RELATED JOBS OR FOR A SPECIFIC JOB WITHIN A CLUSTER. HISTORICAL BACKGROUND, THE FUTURE OF DATA PROCESSING, THE FIELDS OF WORK, AND THE RELATIONSHIPS BETWEEN JOBS ARE DISCUSSED. JOB DESCRIPTIONS ARE INCLUDED FOR THE COMPUTING ANALYST, BUSINESS DATA PROCESSING PROGRAMER, AND SYSTEMS ANALYST. A TRAINING REQUIREMENTS ANALYSIS FORM ILLUSTRATES METHOD FOR RECORDING KNOWLEDGE AND ABILITY REQUIRED FOR EACH OCCUPATION. STEPS ARE GIVEN FOR CURRICULUM CONSTRUCTION IN TECHNICAL EDUCATION WITH SPECIAL REQUIREMENTS FOR POST-HIGH SCHOOL TECHNICAL CURRICULUMS. THE APPENDIX INCLUDES A LIST OF BUSINESS COURSES, DATA PROCESSING COURSES, MATHEMATICS COURSES, SCIENCE COURSES, AND A SAMPLE CURRICULUM OUTLINE. REFERENCE MATERIALS ARE LISTED. THIS DOCUMENT IS AVAILABLE AS GPO NUMBER FS 5.280--80030 FOR 30 CENTS FROM SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (PS)

VT 002 728

SHORTHAND I (FIRST YEAR), COURSE GUIDE.

TEXAS EDUCATION AGENCY, AUSTIN
PUB DATE - 64 29P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING

RUS ED

GUIDES; *BUSINESS EDUCATION; *STENOGRAPHY;
GRADE 11; GRADE 12

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING AND TEACHING A FIRST-YEAR SHORTHAND COURSE FOR HIGH SCHOOL JUNIORS OR SENIORS. IT WAS DEVELOPED BY THE PROFESSIONAL STANDARDS AND ADVANCEMENT COMMITTEE OF THE TEXAS BUSINESS EDUCATION ASSOCIATION AT LOCAL AND STATE LEVELS AND TRIAL TESTED IN THE FIELD BEFORE PUBLICATION. FIRST-YEAR SHORTHAND SHOULD BE DESIGNED TO ACHIEVE TWO SPECIFIC PURPOSES: (1) PROVIDE THE STUDENT WITH THOSE SKILLS, KNOWLEDGES, AND ATTITUDES NEEDED TO OBTAIN AN INITIAL POSITION IN STENOGRAPHIC WORK, AND (2) SERVE AS THE BASIS FOR ADDITIONAL SHORTHAND INSTRUCTION. IF 2 YEARS OF SHORTHAND ARE OFFERED, THE RECOMMENDED GRADE PLACEMENT IS GRADE 11 FOR FIRST-YEAR SHORTHAND. IF ONLY SHORTHAND I IS OFFERED, THE RECOMMENDED GRADE PLACEMENT IS GRADE 12. STUDENT PREREQUISITES, SUGGESTED TEACHING MATERIALS AND EQUIPMENT, A LESSON TIMETABLE, AND SPEED AND GRADING STANDARDS FOR EACH 6-WEEK PERIOD ARE INCLUDED. TEACHING SUGGESTIONS ARE PROVIDED FOR HOMEWORK ASSIGNMENTS, PRESENTATION OF THEORY, READING, WRITING, SPEED DEVELOPMENT, DICTATION, PRETRANSCRIPTION AND TRANSCRIPTION. SAMPLE LESSON PLANS ARE GIVEN FOR THE FIRST DAY, AN INTRODUCTION TO WRITING, AND AN EARLY TRANSCRIPTION LESSON. (PS)

VT 002 739

BETTER OFFICE SKILLS AND SERVICE, STUDENT MANUAL.

COMMUNICATIONS AND OFFICE SKILLS TRAINING CENTER, WASHINGTON, D.C.
CIVIL SERVICE COMMISSION, WASHINGTON, D.C.
BUREAU OF TRAINING
PUB DATE - 67 120P.

DESCRIPTORS - WORKBOOKS; *STUDY GUIDES; *OFFICE PRACTICE; *CLERICAL OCCUPATIONS; *GOVERNMENT EMPLOYEES; *SKILL DEVELOPMENT; SEMINARS; ADULT VOCATIONAL EDUCATION

ABSTRACT - THIS STUDY GUIDE WAS DESIGNED TO PROVIDE REFERENCE MATERIAL AND PRACTICAL APPLICATION OF SUBJECTS COVERED IN A SEMINAR WORKSHOP FOR CLERICAL EMPLOYEES IN A FEDERAL OFFICE. THE WORKSHOP OBJECTIVES ARE TO PROVIDE CLERICAL EMPLOYEES WITH THE OPPORTUNITY TO REFRESH, UPDATE, AND BUILD THEIR CLERICAL ABILITIES AND TO INCREASE THE VALUE OF THE CLERICAL EMPLOYEE. SESSIONS ARE: (1) TIME TO RECOGNIZE YOUR CLERICAL ROLE, (2) NOW IS THE TIME TO MANAGE YOUR PAPERWORK, (3) TAKE TIME TO BE A GOVERNMENT AMBASSADOR, (4) PROPER TELEPHONE HABITS ALL OF THE TIME, (5) TIME TO IMPROVE YOUR GRAMMAR, (6) TIME STUDYING AND REFRESHING YOUR SKILLS AND STYLE PRACTICES, (7) TIME TO PRACTICE PROPER HUMAN RELATIONS, AND (8) CLERICAL COMPETENCE ALL THE TIME. (MM)

VT 002 786 ED 013 330

SPARKS, MAVIS C.
GENERAL BUSINESS UNIT, THE INFLUENCE OF AUTOMATION ON BUSINESS AND PERSONAL LIFE.

KENTUCKY UNIV., LEXINGTON. COLL. OF

RUS ED

EDUCATION.

BOE-GEN-BUS-1

PUB DATE - OCT66 29P.

DESCRIPTORS - *AUTOMATION; *BUSINESS EDUCATION; CURRICULUM GUIDES; HIGH SCHOOLS; *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - DEVELOPED BY A SPECIALIST IN BUSINESS AND OFFICE EDUCATION, THIS 6- TO 10-CLASS PERIOD UNIT IS FOR USE IN A HIGH SCHOOL BUSINESS EDUCATION COURSE. THE TEACHING OBJECTIVE IS TO DEVELOP AN UNDERSTANDING OF THE BASIC PRINCIPLES, THE SOCIAL AND ECONOMIC IMPLICATIONS, AND THE OCCUPATIONAL OPPORTUNITIES IMPORTANT IN AUTOMATION AND TECHNOLOGICAL CHANGE. SUGGESTED CONTENT, TEACHING-LEARNING ACTIVITIES, AND SUGGESTED REFERENCES ARE GIVEN FOR THE FOLLOWING SECTIONS -- (1) UNDERSTANDING WHAT AUTOMATION IS AND HOW IT INFLUENCES OUR DAILY LIVES, (2) TRACING THE HISTORICAL DEVELOPMENT OF AUTOMATION AND DATA PROCESSING, (3) UNDERSTANDING THE SOCIAL AND ECONOMIC IMPLICATIONS OF AUTOMATION AND TECHNOLOGICAL CHANGE (ITS INFLUENCE ON JOB LIFE AND WORKER EMPLOYABILITY), (4) BECOMING AWARE OF THE JOBS SPECIFICALLY RELATED TO AUTOMATION, AND (5) UNDERSTANDING THE BASIS OF THE ELECTRONIC COMPUTER AND PUNCHED-CARD EQUIPMENT. (PS)

VT 002 797 ED 013 332

WOODIN, RALPH

SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION, A REPORT OF A WORKSHOP ON SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION (NEW MEXICO STATE UNIVERSITY, CARLSBAD BRANCH, AUGUST 8-24, 1966).

NEW MEXICO OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT, SANTA FE.
PUB DATE - OCT66 80P.

DESCRIPTORS - ADMISSION CRITERIA; ADULT VOCATIONAL EDUCATION; ADVISORY COMMITTEES; *COOPERATIVE EDUCATION; CURRICULUM DEVELOPMENT; EMPLOYERS; HIGH SCHOOLS; INSTRUCTOR COORDINATORS; OCCUPATIONAL GUIDANCE; OCCUPATIONAL SURVEYS; *OFFICE OCCUPATIONS EDUCATION; *PROGRAM DEVELOPMENT; PROGRAM EVALUATION; *PROGRAM PLANNING; PUBLIC RELATIONS; STUDENT EVALUATION; SUPERVISION; WORKSHOPS

ABSTRACT - THE IDEAS AND SUGGESTIONS OF 17 NEW MEXICO VOCATIONAL EDUCATION TEACHERS FOR DEVELOPING OCCUPATIONAL EXPERIENCE PROGRAMS IN BUSINESS EDUCATION ARE PRESENTED. WORKING AS SIX COMMITTEES, THE GROUP PRODUCED REPORTS ON (1) IMPORTANCE OF OCCUPATIONAL WORK-EXPERIENCE, (2) COOPERATIVE VOCATIONAL EDUCATION PROGRAMS FOR HIGH SCHOOL STUDENTS, (3) TYPES OF OCCUPATIONAL WORK-EXPERIENCE FOR COOPERATIVE OFFICE EDUCATION PROGRAMS, (4) MAKING COMMUNITY SURVEYS, (5) PUBLIC RELATIONS, (6) INITIAL STUDENT SELECTION, (7) ORGANIZING AND USING ADVISORY COUNCILS, (8) SECURING ADMINISTRATIVE ASSISTANCE AND DEVELOPING LOCAL POLICIES, (9) ROLE OF THE TEACHER-COORDINATOR IN GUIDANCE FOR CAREER SELECTION, (10) THE SELECTION AND ESTABLISHMENT OF TRAINING STATIONS, (11) SUPERVISION OF THE STUDENT ON THE JOB, (12)

17

DEVELOPMENT OF COURSES OF STUDY, (13) RELATED IN-SCHOOL INSTRUCTION FOR COOPERATIVE EDUCATION, (14) THE EVALUATION OF STUDENT ACHIEVEMENT, (15) CONTINUING EDUCATION, AND (16) EVALUATING THE TOTAL PROGRAM. (PS)

VT 002 929 ED 014 560

HILL, MARCELLA P.

OFFICE MACHINES.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J.
PUB DATE - JAN67 352P.

DESCRIPTORS - CLERICAL OCCUPATIONS; *DEAF EDUCATION; GRADE 11; *OFFICE MACHINES; *OFFICE OCCUPATIONS EDUCATION; RETARDED CHILDREN; *SPECIAL EDUCATION; *STUDY GUIDES

ABSTRACT - DESIGNED FOR STUDENTS' READING IN THE JUNIOR YEAR OF HIGH SCHOOL, THIS MANUAL PRESENTS AN INTRODUCTION TO THE VARIETY OF POSITIONS HELD BY CLERICAL WORKERS AND AN IDEA OF THE MACHINE SKILLS, KNOWLEDGE, AND ATTITUDE THAT WILL BE EXPECTED IN BUSINESS. IT WAS DEVELOPED BY THE AUTHOR AND SCHOOL FACULTY FOLLOWING THE COURSE OF STUDY APPROVED BY THE BOARD OF EDUCATION AND WAS TESTED IN VARIOUS CLASSROOMS. THE MATERIAL WAS DESIGNED FOR ONE YEAR OF SHOP WORK AT A LOW LEVEL IN A SCHOOL FOR DEAF OR RETARDED STUDENTS. THE INSTRUCTOR SHOULD BE CERTIFIED. UNITS ARE -- (1) THE MEANING OF OFFICE PRACTICE CLASS, (2) TYPEWRITERS, (3) MIMEOGRAPHS, (4) FLUID DUPLICATORS, (5) FLEXOWRITER, (6) PHOTOCOPYING MACHINES, (7) ADDING MACHINES, (8) CALCULATING MACHINES, (9) BOOKKEEPING MACHINES, (10) VARTYPER, AND (11) JOB TITLES. AN ACHIEVEMENT TEST, PROJECTS, AND A VOCABULARY FOLLOW EACH UNIT. EACH LESSON GIVES OBJECTIVES, TOPIC INFORMATION, ASSIGNMENTS, ILLUSTRATIONS, AND A VOCABULARY. THIS DOCUMENT IS ALSO AVAILABLE FOR \$2.00 FROM VOCATIONAL-TECHNICAL LABORATORY, RUTGERS UNIVERSITY, 10 SEMINARY PLACE, NEW BRUNSWICK, NEW JERSEY 08903. (PS)

VT 003 001 ED 013 942

BUSINESS LETTER WRITING FOR "PRACTICAL BUSINESS CORRESPONDENCE FOR COLLEGES," THIRD EDITION, ROBERTSON AND WALKER, SOUTHWESTERN PUBLISHING COMPANY, 1966, INSTRUCTOR'S GUIDE.

LOUISIANA STATE VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, NATCHITOCHES.

PUB DATE - 67 99P.

DESCRIPTORS - *ANSWER KEYS; BUSINESS CORRESPONDENCE; *OFFICE OCCUPATIONS EDUCATION; POST SECONDARY EDUCATION; *STUDY GUIDES; *TESTS

ABSTRACT - OBJECTIVES OF THE POST-SECONDARY COURSE ARE (1) TO HELP STUDENTS ANALYZE PROBLEMS AND THINK IN TERMS OF A FUNCTIONAL RATHER THAN A LITERARY APPROACH IN THE USE OF BUSINESS MESSAGES, (2) TO HUMANIZE WRITTEN MESSAGES THROUGH A NATURAL PSYCHOLOGICAL APPROACH, (3) TO CULTIVATE HABITS OF ACCURACY AND CORRECTNESS, (4) TO DEVELOP A WRITING STYLE FITTED TO THE PURPOSE OF THE MESSAGE AND ADAPTED TO THE READER. THE MATERIALS WERE

DEVELOPED BY A COMMITTEE OF TEACHERS AT THE STATE LEVEL. THE GUIDE INCLUDES A PRETEST, 14 UNITS WITH ASSIGNMENTS AND INSTRUCTIONS FOR THE STUDENTS, STUDY GUIDE QUESTIONS, TESTS, AND TEACHER ANSWER SHEETS FOR STUDY GUIDE AND TEST QUESTIONS. EXAMPLES OF UNITS ARE HUMAN RELATIONS IN EFFECTIVE LETTERS, LETTERS THAT SECURE EMPLOYMENT, AND LETTERS THAT SELL. SUPPLEMENTARY REFERENCES ARE LISTED. THIS DOCUMENT IS AVAILABLE IN SINGLE COPY ONLY FOR \$2.00 FROM VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, P.O. BOX 657, NATCHITOCHES, LOUISIANA 71457. (PS)

VT 003 002 ED 013 334
BUSINESS TRAINING COURSE, FULL-KEYBOARD
ADDING-LISTING MACHINE.

LOUISIANA STATE VOCATIONAL CURRICULUM
DEVELOPMENT AND RESEARCH CENTER,
NATCHITOCHES.
PUB DATE - 63 43P.

DESCRIPTORS - *OFFICE MACHINES; *OFFICE
OCCUPATIONS EDUCATION; POST SECONDARY
EDUCATION; *STUDY GUIDES

ABSTRACT - THIS POST-SECONDARY PREPARATORY COURSE IS DESIGNED TO DEVELOP A HIGH DEGREE OF ABILITY IN OPERATING THE FULL-KEYBOARD ADDING MACHINE. TWENTY JOB SHEETS PROVIDE INSTRUCTIONS AND NUMBERED SPACES FOR RECORDING ANSWERS TO ASSIGNED PROBLEMS. THE REFERENCE IS "FULL-KEYBOARD ADDING-LISTING MACHINE COURSE," THIRD EDITION, BY AGNEW AND PASEWARK, SOUTH-WESTERN PUBLISHING COMPANY, CINCINNATI 27, OHIO. THE MATERIAL WAS DEVELOPED BY A COMMITTEE OF TEACHERS AT THE STATE LEVEL. THIS DOCUMENT IS AVAILABLE IN SINGLE COPY ONLY FOR \$2.00 FROM VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, P.O. BOX 657, NATCHITOCHES, LOUISIANA 71457. (PS)

VT 003 003
BUSINESS TRAINING COURSE, TEN-KEY ADDING-
LISTING MACHINE.

LOUISIANA STATE VOCATIONAL CURRICULUM
DEVELOPMENT AND RESEARCH CENTER,
NATCHITOCHES.
VOCATIONAL CURRICULUM DEVELOPMENT AND
RESEARCH CENTER, P.O. BOX 657, NATCHITOCHES,
LOUISIANA 71457 (\$2.00 FOR SINGLE COPY ONLY).
PUB DATE - 63 65P.

DESCRIPTORS - *STUDY GUIDES; *OFFICE
OCCUPATIONS EDUCATION; *OFFICE MACHINE
OPERATORS; *OFFICE MACHINES; POSTSECONDARY
EDUCATION

ABSTRACT - THE STUDY GUIDE WAS DESIGNED FOR STUDENT USE AT THE POST-SECONDARY LEVEL FOR DEVELOPING TOUCH CONTROL WITH A HIGH DEGREE OF ACCURACY AND SPEED ON THE 12-KEY ADDING-LISTING MACHINE. IT WAS DEVELOPED BY A COMMITTEE OF TEACHERS AT THE STATE LEVEL. IT CONSISTS OF 30 JOB SHEETS EACH GIVING TITLE, INTRODUCTION, PROCEDURES, NUMBERED PLANKS FOR RECORDING ANSWERS FOR EACH PROBLEM, AND SPECIAL BLANKS FOR RECORDING ANSWERS TO SPEED DRILLS AND TIMED DRILLS. ASSIGNMENTS ARE MADE FROM "TEN-KEY ADDING-LISTING MACHINE AND

PRINTING CALCULATOR COURSE," THIRD EDITION, BY AGNEW AND PASEWARK, SOUTH-WESTERN PUBLISHING COMPANY. THE INSTRUCTOR SHOULD BE QUALIFIED FOR TEACHING BUSINESS OCCUPATIONS. THIS DOCUMENT IS AVAILABLE IN SINGLE COPY ONLY FOR \$2.00 FROM VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, P.O. BOX 657, NATCHITOCHES, LOUISIANA 71457. (PS)

VT 003 014 ED 013 944
COURT REPORTING. (BUSINESS TECHNOLOGY).

NORTH CAROLINA STATE BOARD OF EDUCATION,
RALEIGH. DEPT. OF COMMUNITY COLLEGES.
T28
PUB DATE - 01MAY66 14P.

DESCRIPTORS - *BUSINESS EDUCATION; *COURT
REPORTERS; *CURRICULUM; POST SECONDARY
EDUCATION

ABSTRACT - A CURRICULUM IS OUTLINED FOR PROVIDING THE STUDENT WITH THE NECESSARY SKILLS IN TYPING, MACHINE SHORTHAND, DICTATION, TRANSCRIPTION, AND TERMINOLOGY FOR EMPLOYMENT AS A COURT REPORTER AND/OR CONFERENCE REPORTER. IT WAS DESIGNED FOR USE IN TECHNICAL INSTITUTES AND COMMUNITY COLLEGES BY ADMINISTRATORS AND INSTRUCTORS FOR PLANNING A 6-QUARTER, PREEMPLOYMENT CURRICULUM. THE MATERIAL WAS DEVELOPED BY A CURRICULUM COMMITTEE AT THE STATE LEVEL, EVALUATED BY A COMMITTEE AND TEACHERS, AND REVISED TO INCORPORATE TEACHER SUGGESTIONS. THE TEACHER SHOULD BE A SECRETARIAL SCIENCE INSTRUCTOR WITH STENOGRAPHY EXPERIENCE. COURSE DESCRIPTIONS FOR EACH QUARTER ARE PRESENTED. (PS)

VT 003 015 ED 013 945
TRAFFIC AND TRANSPORTATION. (BUSINESS
TECHNOLOGY).

NORTH CAROLINA STATE BOARD OF EDUCATION,
RALEIGH. DEPT. OF COMMUNITY COLLEGES.
T34
PUB DATE - 01FEB66 14P.

DESCRIPTORS - *BUSINESS EDUCATION;
*CURRICULUM; TECHNICAL EDUCATION;
TRANSPORTATION

ABSTRACT - THE PREEMPLOYMENT, 6-QUARTER CURRICULUM IS FOR USE IN TECHNICAL INSTITUTES AND COMMUNITY COLLEGES. ITS PURPOSE IS TO PROVIDE TRAINING IN NEW TECHNIQUES AND UNDERSTANDING OF THE LATEST STATE AND FEDERAL REGULATIONS APPLICABLE TO TRAFFIC AND TRANSPORTATION. GRADUATES OF THIS CURRICULUM MAY SEEK CAREER OPPORTUNITIES AS TRAFFIC REPRESENTATIVES, CLAIMS REPRESENTATIVES, DISPATCHERS, RATE ANALYSTS, AND OPERATIONAL SUPERVISORS. THE MATERIAL WAS DEVELOPED BY A CURRICULUM COMMITTEE ON TRAFFIC AND TRANSPORTATION, EVALUATED BY TEACHERS, AND REVISED. THE TEACHER SHOULD HAVE BOTH A MAJOR AND EXPERIENCE IN TRANSPORTATION. COURSE DESCRIPTIONS FOR EACH QUARTER AND POSSIBLE ELECTIVES ARE GIVEN. (PS)

VT 003 124 ED 013 335
JURIST, RODNEY G.

THE CURRICULUM FOR A MODEL BUSINESS EDUCATION PROGRAM.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.
PUR DATE - JUN67 169P.

DESCRIPTORS - *BUSINESS EDUCATION; COLLEGES;
COOPERATIVE EDUCATION; *CURRICULUM;
CURRICULUM PLANNING; *DEMONSTRATION PROGRAMS;
DISTRIBUTIVE EDUCATION; GUIDELINES; HIGH
SCHOOLS; INSTRUCTOR COORDINATORS; PROGRAM
PLANNING; QUESTIONNAIRES; SLOW LEARNERS;
SMALL SCHOOLS
IDENTIFIERS - NEW JERSEY

ABSTRACT - THE PURPOSE OF THIS STUDY WAS TO ESTABLISH A 4-YEAR BUSINESS AND DISTRIBUTIVE EDUCATION CURRICULUM TO SERVE AS A GUIDE FOR IMPLEMENTING AND IMPROVING PROGRAMS IN THE STATE. THE MATERIAL WAS DEVELOPED BY STATE BUSINESS EDUCATION SUPERVISORS AND TRIAL TESTED AMONG BUSINESS EDUCATION COORDINATORS AND TEACHERS AND IN SEMINARS. BASED ON 26 STATEMENTS OF CRITERIA FOR A CURRICULUM IN A MODEL BUSINESS EDUCATION PROGRAM, SUBJECT SEQUENCES FOR HIGH SCHOOLS WITH AND WITHOUT OUT-OF-SCHOOL WORK PROGRAMS WERE DEVELOPED. WORK EXPERIENCE PROGRAMS, EXPLORATORY AND CAREER PROGRAMS, AND PROGRAMS FOR SMALL HIGH SCHOOLS, THE SLOW LEARNERS, AND COLLEGE STUDENTS ARE DESCRIBED. SAMPLE QUESTIONNAIRES FOR USE IN PLANNING PROGRAMS, AND REPORT FORMS ARE INCLUDED. THIS DOCUMENT IS AVAILABLE FOR \$1.50 FROM VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 10 SEMINARY PLACE, NEW BRUNSWICK, NEW JERSEY 08903. (PS)

VT 003 142

SPARKS, MAVIS C.
OFFICE PRACTICE UNIT -- CHECKER, CASH CLERK, AND CASHIER TRAINING (USE OF THE CASH REGISTER AND RELATED ACTIVITIES). (PCE OFFICE PRACTICE 1-1).

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUR DATE - JAN67 56P.

DESCRIPTORS - UNITS OF STUDY (SUBJECT FIELDS); *TEACHING GUIDES; OFFICE OCCUPATIONS EDUCATION; CASHIERS; HIGH SCHOOLS;
DISTRIBUTIVE EDUCATION; TRANSPARENCIES

ABSTRACT - THE UNIT IS DESIGNED FOR TEACHER USE IN THE HIGH SCHOOL OFFICE PRACTICE COURSE TO DEVELOP STUDENT ATTITUDES, UNDERSTANDINGS, AND SKILLS NECESSARY FOR ENTRY INTO AND ADVANCEMENT IN THE DIRECT MONEY HANDLING AND DIRECT CUSTOMER CONTACT POSITIONS OF CHECKER, CASH CLERK, OR CASHIER. THE MATERIAL WAS DEVELOPED BY A SPECIALIST IN BUSINESS AND OFFICE EDUCATION AT THE STATE LEVEL. EACH LESSON PROVIDES SUGGESTED CONTENT, TEACHER-LEARNING ACTIVITIES, REFERENCES, AND SUPPLEMENTARY INSTRUCTIONAL MATERIALS. SUBJECT MATTER AREAS ARE: (1) CHARACTER OF CASHIER POSITIONS, (2) HUMAN RELATIONS, (3) PROTECTIVE PROCEDURES AND TECHNIQUES OF MONEY HANDLING, (4) CORRECT CASH REGISTER PROCEDURES, AND (5) SPECIAL PROBLEMS ASSOCIATED WITH CASH HANDLING, CHECKING, AND CUSTOMER RELATIONS. A MINIMUM OF 6 HOURS OF INSTRUCTION IS REQUIRED. (PS)

VT 003 165 ED 013 951

MCCONIGAL, JAMES
DATA PROCESSING, LABORATORY PROCEDURES AND THEORY, COURSE OF STUDY.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.
RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J.
PUR DATE - JUN67 67P.

DESCRIPTORS - *BUSINESS EDUCATION;
*CURRICULUM; *CURRICULUM GUIDES; *DATA PROCESSING; HIGH SCHOOLS; POST SECONDARY EDUCATION

ABSTRACT - DESIGNED FOR TEACHER USE, AN OUTLINE OF UNITS FOR A COURSE OF STUDY IN DATA PROCESSING FOR GRADES 9, 10, 11, AND 12 IS PRESENTED. THE PROGRAM IS DESIGNED FOR THE STUDENT WHO WISHES TO MAKE A CAREER OF DATA PROCESSING. THE PROGRAM CAN BE ADAPTED TO THE STUDENT WHO WISHES TO ENTER INDUSTRY IMMEDIATELY UPON GRADUATION OR TO THE ONE WHO WISHES TO HAVE NECESSARY COLLEGE ENTRANCE REQUIREMENT FOR CONTINUING HIS EDUCATION. SKILLS TO BE DEVELOPED INCLUDE THE OPERATION OF TABULATING EQUIPMENT AND ELECTRONIC COMPUTERS. COMPUTER CONCEPTS AND PROGRAMING ARE CENTERED AROUND THE IBM 1401. THE MATERIAL WAS DEVELOPED BY LOCAL AND COUNTY DATA PROCESSING INSTRUCTORS AND TESTED THROUGH CLASSROOM USE. UNIT OUTLINES ARE INCLUDED FOR THE FOLLOWING EQUIPMENT -- IBM 226, 092, 548, 514, 035, 402, 1401, 1311, 1402, 1403, AND THE PHILCO CORPORATION BINARY NUMBER TRAINER. OTHER COURSES NECESSARY TO THE STUDENT SUCH AS SCIENCE, MATHEMATICS, AND BOOKKEEPING ARE NOT LISTED. A BIBLIOGRAPHY OF PUBLICATIONS AND SOURCES OF AUDIOVISUAL AIDS ARE INCLUDED. THIS DOCUMENT IS AVAILABLE FOR \$1.00 FROM VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, 10 SEMINARY PLACE, RUTGERS UNIVERSITY, NEW BRUNSWICK, NEW JERSEY 08903. (PS)

VT 003 272

SILLEN, WILLIAM H., JR.; EDWARDS, ROBERT D.
THE BUSINESS EDUCATION CURRICULUM.

PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL AND CONTINUING EDUC.
PUR DATE - SEP66 27P.

DESCRIPTORS - OFFICE OCCUPATIONS; *BUSINESS EDUCATION; HIGH SCHOOLS; PROGRAM GUIDES;
*PROGRAM DESCRIPTIONS;
*CURRICULUM; CURRICULUM PLANNING

ABSTRACT - SUGGESTIONS IN THIS PUBLICATION SHOULD HELP SCHOOL ADMINISTRATORS AND BUSINESS TEACHERS IN ORGANIZING AND OPERATING BUSINESS EDUCATION PROGRAMS IN THE SECONDARY SCHOOLS. THE PURPOSES OF THE PROGRAMS AND SUGGESTED SEQUENCES OF COURSES ARE LISTED FOR THE SECRETARIAL, BOOKKEEPING, AND CLERICAL PROGRAMS. MODIFICATIONS OF THE BUSINESS EDUCATION PROGRAM FOR THE FUTURE TO INCLUDE DATA PROCESSING, COLLEGE PREPARATORY-BUSINESS PROGRAMS, OFFICE MANAGEMENT, AREA SCHOOL PROGRAMS, BUSINESS EXPLORATORY, AND MACHINE SHORTHAND ARE DISCUSSED. SPECIAL CHARACTERISTICS AND EDUCATIONAL REQUIREMENTS FOR SELECTED BUSINESS AND OFFICE OCCUPATIONS, DESCRIPTIONS OF BUSINESS EDUCATION SUBJECTS,

AND ELIGIBILITY REQUIREMENTS FOR FEDERAL FUNDS ARE GIVEN IN THE APPENDIX. (PS)

VT 003 598

OFFICE AND BUSINESS PRACTICES. CAREER GUIDANCE SERIES. CURRICULUM BULLETIN NO. 3C, 1967-68 SERIES.

NEW YORK CITY BOARD OF EDUCATION, N.Y.
PUB DATE - 67 159P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *OFFICE PRACTICE; *OCCUPATIONAL GUIDANCE; ILLUSTRATIONS; OFFICE MACHINES; BUSINESS SKILLS; BUSINESS RESPONSIBILITY; EMPLOYMENT OPPORTUNITIES; WORK ATTITUDES

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING A COURSE IN OFFICE AND BUSINESS PRACTICES AS PART OF A CAREER GUIDANCE PROGRAM. A TOTAL OF 60 LESSON PLANS ARE PRESENTED IN FOUR UNITS. UNIT 1, YOUR ATTITUDES ARE SHOWING, PRESENTS IMPORTANT RULES IN CONDUCT THAT RELATE TO LIVING AND WORKING IN OUR MODERN SOCIETY. UNIT 2, EARN WHILE YOU LEARN, FOCUSES ON OPPORTUNITIES TO LEARN THE BASIC SKILLS NEEDED TO OBTAIN AND HOLD VARIOUS PART-TIME JOBS AND TO HANDLE EARNINGS WISELY. UNIT 3, YOU AND YOUR RIGHTS, PROVIDES PRACTICAL INFORMATION ABOUT INSTALLMENT BUYING, CONTRACTING LOANS, USE OF NEGOTIABLES, AND COMPUTING INTEREST RATES. UNIT 4, BUSINESS MACHINES, INTRODUCES PUPILS TO THE VARIOUS TYPES OF OFFICE MACHINES COMMONLY USED IN BUSINESS AND GIVES TRAINING IN BASIC SKILLS REQUIRED FOR OPERATING THE 10-KEY ADDING MACHINE, THE SPIRIT DUPLICATOR, AND THE COMPTOMETER. THE GUIDE IS ILLUSTRATED AND CONTAINS EXAMPLES OF PUPIL WORK SHEETS. (CH)

VT 003 749

BLOCK-TIME BUSINESS EDUCATION. A PRELIMINARY REPORT.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. BUSINESS AND OFFICE EDUCATION SECTION
PUB DATE - 65 15P.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM; *TIME BLOCKS; HIGH SCHOOLS

ABSTRACT - INCREASED RECORD KEEPING, DATA PROCESSING, AND PAPER WORK OF ALL TYPES IN THE BUSINESS WORLD HAVE PLACED DEMANDS ON BUSINESS EDUCATION WHICH HAVE TAXED THE EDUCATORS' TIME, BUDGET, AND PERSONNEL. AFTER A TOTAL EVALUATION OF BUSINESS EDUCATION IN MISSOURI, THE DECISION WAS REACHED TO HAVE AS MUCH TRAINING AS NEAR TO THE EMPLOYMENT AS POSSIBLE. THE 2-HOUR BLOCK OF INSTRUCTION, WHICH ALLOWS THE SENIOR STUDENT TO RECEIVE TRAINING IMMEDIATELY PRIOR TO EMPLOYMENT, HAS OFFERED AN IMMEDIATE SOLUTION TO THE TIME PROBLEM. VALUES OF THE 2 HOURS OF INSTRUCTION TIME PER DAY INCLUDE TIME TO COVER MORE AREAS OF CONCENTRATION, TO MAKE THE CLASS MORE REALISTIC, TO EMPHASIZE PRODUCTION, AND TO SURVEY MORE CLOSELY THE INDIVIDUAL ACCOMPLISHMENTS. COURSES OUTLINED IN THIS REPORT INCLUDE BOOKKEEPING, OFFICE MACHINES, CLERICAL AND SECRETARIAL PRACTICE, AND A SPECIAL NEEDS COURSE FOR THE HANDICAPPED.

(PS)

VT 003 996

MUMFORD, ERNESTINE
TEACHING TYPING, 1.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. VOCATIONAL DIV.
RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 10 SEMINARY PLACE, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.50).
PUB DATE - MAY67 93P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *TYPEWRITING; HIGH SCHOOLS; TRANSPARENCIES

ABSTRACT - TEACHERS MAY USE THIS GUIDE IN PLANNING AND TEACHING A 1-YEAR BEGINNING TYPEWRITING COURSE FOR HIGH SCHOOL STUDENTS IN BUSINESS EDUCATION. IT WAS DEVELOPED BY A BUSINESS EDUCATION DEPARTMENT IN A LOCAL HIGH SCHOOL. ITS MAIN PURPOSE IS TO SUPPLY A SOURCE OF AVAILABLE TEACHING AIDS AND TO GIVE EDUCATIONAL DIRECTION TO THE TEACHING OF TYPEWRITING. THE CONTENT TO BE TAUGHT AND SUGGESTED PROCEDURES FOR TEACHING ARE PRESENTED FOR MACHINE PARTS, PROPER MACHINE MANIPULATION, PROPER TYPING TECHNIQUES, PROPER CARE OF THE TYPEWRITER, TABULATION, STATISTICAL TYPING, MANUSCRIPTS AND REPORTS, POSTAL CARDS, BUSINESS FORMS, BUSINESS LETTERS, PERSONAL CORRESPONDENCE, DUPLICATING TECHNIQUES, AND DICTATION-TRANSCRIPTION TECHNIQUES. MATERIALS FOR DUPLICATING AND TRANSPARENCY MAKING, SUGGESTED EQUIPMENT AND SUPPLIES, AUDIOVISUAL MATERIALS, REFERENCES, AND A 100-ITEM FINAL EXAMINATION ARE INCLUDED. (PS)

VT 004 028

YOU AND THE COMPUTER. A STUDENT'S GUIDE.

GENERAL ELECTRIC CO., SCHENECTADY, N.Y. EDUCATIONAL PUBLICATIONS
EDUCATIONAL COMMUNICATIONS; GENERAL ELECTRIC COMPANY, 570 LEXINGTON AVENUE, ROOM 801, NEW YORK, NEW YORK 10022 (\$7.00 PER 100).
PUB DATE - 65 22P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *BUSINESS EDUCATION; *COMPUTERS; SECONDARY GRADES; COLLEGE FRESHMEN

ABSTRACT - THIS BOOKLET IS FOR USE BY SECONDARY SCHOOL STUDENTS OR COLLEGE FRESHMEN AS AN INTRODUCTION TO COMPUTERS. IT WAS PREPARED BY A COMPUTER MANUFACTURER. UNIT TITLES ARE (1) THE COMPUTER AGE, (2) THE COMPUTER'S AMAZING CAPACITY, (3) THE COMPUTER WORKS THE SAME WAY YOU DO, (4) PROGRAMMING, (5) THE BINARY CODE, (6) SYMBOLIC LANGUAGES, (7) COMPUTER MEMORY, (8) THE COMPUTER IN OPERATION, (9) HOW YOU TALK TO THE COMPUTER, AND (10) COMPUTER HARDWARE. ILLUSTRATIONS ARE PHOTOGRAPHS AND LINE DRAWINGS. (FM)

VT 004 042

CASHMAN, THOMAS J.
REVIEW MANUAL FOR CERTIFICATE IN DATA PROCESSING.

DATA PROCESSING MANAGEMENT ASSOCIATION,
PARKRIDGE, ILL.
ANAHEIM PUBLISHING COMPANY, 131 WEST
BROADWAY, ANAHEIM, CALIFORNIA (\$7.95).
PUB DATE - OCT65 312P.

DESCRIPTORS - BUSINESS EDUCATION;
INSTRUCTIONAL MATERIALS; INDIVIDUALIZED
INSTRUCTION; *ADULT EDUCATION; *ELECTRONIC
DATA PROCESSING; *DATA PROCESSING
OCCUPATIONS; *STUDY GUIDES; *CERTIFICATION

ABSTRACT - THE PURPOSE OF THIS STUDY GUIDE IS TO ASSIST STUDENTS IN PREPARING FOR THE CERTIFICATE IN DATA PROCESSING EXAMINATION. THE GUIDE PRESENTS A SERIES OF QUESTIONS WITH CORRESPONDING ANSWERS AND SELECTED REFERENCES FOR EACH OF THE FOLLOWING FOUR MAJOR EXAMINATION CATEGORIES: (1) AUTOMATIC DATA PROCESSING EQUIPMENT, (2) PROGRAMING AND SOFTWARE SYSTEMS, (3) SYSTEMS CONCEPTS AND DESIGNS, AND (4) QUANTITATIVE METHODS. TO BE ELIGIBLE FOR THE EXAMINATION, CANDIDATES MUST HAVE COMPLETED AT LEAST 3 YEARS OF FULL-TIME WORK (OR THE EQUIVALENT) IN ONE OR MORE DATA PROCESSING INSTALLATIONS. ALSO INCLUDED IN THE GUIDE ARE SAMPLE TEST QUESTIONS AND A GLOSSARY. (JS)

VT 004 297

SYLLABUS AND TEACHING HANDBOOK FOR COURSES IN SHORTHAND 1, SHORTHAND 2, TRANSCRIPTION, PERSONAL-USE SHORTHAND .

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$0.75).
PUB DATE - 67 138P.

DESCRIPTORS - *TEACHING GUIDES; *OFFICE
OCCUPATIONS EDUCATION; *STENOGRAPHERS;
*STENOGRAPHY; HIGH SCHOOLS

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING AND TEACHING SHORTHAND 1 AND 2 AND TRANSCRIPTION. IT WAS DEVELOPED BY A GROUP OF HIGH SCHOOL TEACHERS WITH COLLEGE AND STATE DEPARTMENT CONSULTANTS. THE CONTENT INCLUDES (1) ADMINISTRATIVE CONSIDERATIONS, (2) SUGGESTED SUPPLIES, EQUIPMENT, AND PHYSICAL FACILITIES NEEDED FOR BEGINNING AND ADVANCED SHORTHAND, (3) GOALS FOR READING, WRITING, PENMANSHIP, AND TRANSCRIPTION FOR THE FIRST AND SECOND SEMESTERS OF SHORTHAND, (4) GOALS FOR LEARNING THEORY RULES, READING, WRITING, AND TRANSCRIPTION FOR THE THIRD SEMESTER OF SHORTHAND, (5) GOALS FOR DEVELOPING SPEED, OFFICE STYLE DICTATION, AND STANDARDS IN THE FOURTH SEMESTER OF SHORTHAND, AND (6) AIMS, STANDARDS, AVAILABILITY, WORK HABITS, PROOFREADING, AND SPECIFIC TEACHING SUGGESTIONS FOR TRANSCRIPTION. SHORTHAND 1 AND 2 AND TRANSCRIPTION CLASSES ARE EACH REQUIRED TO MEET A MINIMUM OF FOUR OR FIVE PERIODS A WEEK FOR TWO SEMESTERS. MANY REFERENCES AND EXCERPTS FROM THE WRITINGS OF INDIVIDUALS WHO ARE CONSIDERED AUTHORITIES ON SHORTHAND ARE PRESENTED THROUGHOUT THE SYLLABUS AS GENERAL GUIDES. AN AUTHOR AND SUBJECT INDEX IS INCLUDED. (PS)

VT 004 334 ED 020 324

ROMAN, JOHN C.
THE BUSINESS CURRICULUM. SOUTH WESTERN
MONOGRAPHS IN BUSINESS AND ECONOMIC EDUCATION
NUMBER 100 .

SOUTH-WESTERN PUBLISHING COMPANY, 5101
MADISON ROAD, CINCINNATI, OHIO 45227 (\$6.20).
PUB DATE - JUN66 68P.

DESCRIPTORS - *BUSINESS EDUCATION;
*CURRICULUM; JUNIOR HIGH SCHOOLS; SENIOR HIGH
SCHOOLS; ADULT PROGRAMS; BUSINESS SUBJECTS;
COURSE CONTENT; CURRICULUM PLANNING;
*NATIONAL SURVEYS; *EDUCATIONAL OBJECTIVES

ABSTRACT - THE MOST RECENT BUSINESS EDUCATION PROGRAMS FROM ALL SECTIONS OF THE UNITED STATES ARE PRESENTED IN THIS MONOGRAPH. A REVISION OF A 1960 EDITION, DESIGNED FOR USE BY HIGH SCHOOL CLASSROOM TEACHERS, SCHOOL PRINCIPALS, AND CURRICULUM SPECIALISTS IN PREPARING NEW BUSINESS CURRICULUMS OR REVISING OLD ONES. INFORMATION WAS DERIVED FROM (1) CURRENT LITERATURE, (2) THE PUBLISHED CURRICULUM GUIDES OF COMPREHENSIVE HIGH SCHOOLS, VOCATIONAL-TECHNICAL HIGH SCHOOLS, AND AREA VOCATIONAL SCHOOLS, AND (3) A 1965-66 ANALYSIS OF THE BUSINESS CURRICULUM OF 20 SENIOR AND 4-YEAR HIGH SCHOOLS IN SMALL CITIES, 50 HIGH SCHOOLS IN MEDIUM-SIZED CITIES, AND 50 LARGE CITY HIGH SCHOOLS IN 44 STATES AND PUERTO RICO. SECTIONS INCLUDE--(1) GENERAL PURPOSE OF CURRICULUM DEVELOPMENT FOR SECONDARY SCHOOLS, (2) CURRICULUM PLANNING IN BUSINESS EDUCATION, (3) OBJECTIVES OF BUSINESS EDUCATION, (4) BUSINESS EDUCATION IN THE JUNIOR HIGH SCHOOL, (5) BUSINESS SUBJECTS IN SENIOR AND 4-YEAR HIGH SCHOOLS (SMALL, MEDIUM, AND LARGE HIGH SCHOOLS), (6) BUSINESS SUBJECTS TAUGHT IN SENIOR AND 4-YEAR HIGH SCHOOLS, (7) PROGRAMS IN BUSINESS EDUCATION IN ADULT DAY AND EVENING HIGH SCHOOLS, AND (8) EMPLOYMENT OUTLOOK AND CURRICULUM IMPLICATIONS. A BIBLIOGRAPHY IS INCLUDED. THIS DOCUMENT IS AVAILABLE FOR 20 CENTS FROM SOUTH-WESTERN PUBLISHING COMPANY, 5101 MADISON ROAD, CINCINNATI, OHIO 45227. (PS)

VT 004 385

HOLLAND, EDNA D.; WEITZ, ALVIN
BUSINESS EDUCATION, BUSINESS ORIENTATION,
TEACHERS GUIDE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.
VOCATIONAL DIV.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY,
RUTGERS UNIVERSITY, 10 SEMINARY PLACE, NEW
BRUNSWICK, NEW JERSEY 08903 (\$1.50).
PUB DATE - JUL67 160P.

DESCRIPTORS - *TEACHING GUIDES; HIGH SCHOOLS;
*BASIC BUSINESS EDUCATION

ABSTRACT - TEACHERS MAY USE THIS GUIDE IN PLANNING AND PRESENTING A 1-YEAR COURSE FOR HIGH SCHOOL STUDENTS IN BUSINESS EDUCATION. IT WAS DEVELOPED BY OFFICE EDUCATION INSTRUCTORS AT STATE AND LOCAL LEVELS. COURSE OBJECTIVES INCLUDE: (1) TO DEVELOP ECONOMIC LITERACY AND AN UNDERSTANDING OF THE AMERICAN BUSINESS SYSTEM AND OF BUSINESS PROCEDURES, (2) TO AROUSE A STUDENT'S AWARENESS OF HIS

MARKETABLE "SELF" AND TO STIMULATE STUDENT SELF-ANALYSIS, AND (3) TO ORIENT STUDENTS TO THE ADVANCED, SPECIFIC BUSINESS EDUCATION COURSES FOR JOB TRAINING IN BASIC BUSINESS OCCUPATIONS. UNIT TITLES ARE (1) ECONOMIC LITERACY, (2) MONEY AND BANKS, (3) SAVINGS AND INVESTING, (4) COMMUNICATIONS SERVICES, (5) TRAVEL SERVICES, (6) BUDGETING AND WISE BUYING, (7) CREDIT, (8) INSURANCE, (9) FILING, (10) EMPLOYMENT, AND (11) EXPLORING BASIC BUSINESS OCCUPATIONS. EACH UNIT CONTAINS A TOPIC OUTLINE, SUBJECT MATTER CONTENT, SUPPLEMENTARY INSTRUCTIONAL AIDS, AND SUGGESTED STUDENT ACTIVITIES. FIVE SAMPLE LESSON PLANS, TESTS, A LIST OF CLASSROOM EQUIPMENT, AND REFERENCES ARE INCLUDED IN THE APPENDIX. (PS)

VT 004 520 ED 022 005

THE CORRELATED CURRICULUM PROJECT: A NEW EXPERIMENTAL PROGRAM FOR THE GENERAL STUDENT.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y.
FORD FOUNDATION, NEW YORK, N.Y.
PUB DATE - MAR67 6P.

DESCRIPTORS - VOCATIONAL EDUCATION;
*PREVOCATIONAL EDUCATION; HIGH SCHOOLS;
*INTERDISCIPLINARY APPROACH; *TEAM TEACHING;
TIME BLOCKS; HEALTH EDUCATION; BUSINESS EDUCATION; INDUSTRIAL EDUCATION; *INTEGRATED CURRICULUM; *EXPERIMENTAL PROGRAMS; STUDENT MOTIVATION

ABSTRACT - THE BASIC GOAL OF THE PROGRAM IS TO INITIATE A NEW COURSE OF STUDY WHICH WILL UPGRADE THE EDUCATION OF THE GENERAL STUDENT AND GIVE HIM A SENSE OF DIRECTION AND COMMITMENT. THE PROGRAM WAS ORGANIZED IN FIVE SCHOOLS DURING THE 1966 SCHOOL YEAR, AND FOUR ADDITIONAL HIGH SCHOOLS WILL BE INCLUDED IN 1967. THE EDUCATIONAL TESTING SERVICE OF PRINCETON IS SERVING AS CONSULTANT IN FORMULATING PLANS FOR PROJECT EVALUATION. THE MAIN FEATURES OF THE PROGRAM ARE: (1) EXPLORATORY COURSES FOR GRADES 9 AND 10 IN THE AREAS OF BUSINESS, HEALTH, AND INDUSTRY, (2) SPECIALIZATION IN ONE BROAD AREA IN GRADES 11 AND 12, (3) PREPARATION OF THOSE WHO WISH TO CONTINUE THEIR EDUCATION TO THE 13TH AND 14TH YEARS IN A COMMUNITY COLLEGE OR URBAN CENTER, (4) SPECIAL COUNSELING AND PLACEMENT THROUGH THE SERVICES OF A FULL-TIME GUIDANCE COUNSELOR ASSIGNED TO EACH PILOT SCHOOL, (5) NEW CURRICULUM MATERIALS IN EACH COURSE AND "CORRELATION" IN OTHER CLASSROOMS OF PROJECTS CARRIED OUT IN ONE CLASSROOM, (6) EMPHASIS ON IMPROVING BASIC SKILLS, (7) PROVISION FOR A DAILY TEAM TEACHERS MEETING TO PLAN WORK, AND (8) TRAINING WORKSHOPS FOR TEACHERS. THROUGH INDIVIDUALIZED GUIDANCE, A TEAM TEACHING, INTERDISCIPLINARY APPROACH TO SUBJECT MATTER, AND EMPHASIS ON THE WORLD OF WORK, IT IS HOPED TO REMOTIVATE THE STUDENT. (MM)

VT 004 708 ED 017 718

SUGGESTIONS FOR A HIGH SCHOOL VOCATIONAL STENOGRAPHER PROGRAM, A WORKSHOP REPORT.

BOWLING GREEN STATE UNIV., OHIO. DEPT. OF

BUSINESS EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
PUB DATE - FEB67 109P.

DESCRIPTORS - BIBLIOGRAPHIES; CURRICULUM;
*CURRICULUM GUIDES; GRADE 11; GRADE 12;
*OFFICE OCCUPATIONS EDUCATION; *PROGRAM PLANNING; *STENOGRAPHERS; *TIME BLOCKS

ABSTRACT - THESE SUGGESTIONS FOR CURRICULUM CONTENT AND OPERATION, FOR TEACHER USE IN PLANNING A 2-YEAR PROGRAM FOR HIGH SCHOOL JUNIORS AND SENIORS IN PREPARATION FOR ENTRY-LEVEL STENOGRAPHIC POSITIONS, WAS DEVELOPED AT A CURRICULUM WORKSHOP HELD AT BOWLING GREEN STATE UNIVERSITY JUNE 12 TO JULY 2, 1965. IN OHIO, PLANS IV, V, AND VI ARE PROVIDED FOR INTENSIVE PREEMPLOYMENT INSCHOOL BUSINESS AND OFFICE EDUCATION. PLAN IV REQUIRES 15 CLOCK HOURS OF INSTRUCTION PER WEEK WITH THREE OF SIX PERIODS PER DAY IN A BLOCK OF TIME. PLAN V REQUIRES 18.75 CLOCK HOURS PER WEEK WITH FOUR OF SIX PERIODS PER DAY IN A BLOCK OF TIME. PLAN VI REQUIRES 22.5 CLOCK HOURS PER WEEK WITH FIVE OF SIX PERIODS PER DAY IN A BLOCK OF TIME. OBJECTIVES AND SUGGESTED TIME ALLOTMENTS AND TOPIC OUTLINES FOR THE DIFFERENT PLANS ARE PRESENTED FOR THE SUBJECTS (1) BOOKKEEPING, (2) BUSINESS AND ECONOMIC SYSTEM, (3) BUSINESS MACHINES, (4) BUSINESS MATHEMATICS, (5) COMMUNICATIONS, (6) COMMUNICATION TOOLS, (7) DUPLICATION, (8) FILING, (9) LEGAL TERMINOLOGY AND DOCUMENTS, (10) PERSONAL GROWTH AND DEVELOPMENT, (11) SHORTHAND AND TRANSCRIPTION, AND (12) TYPEWRITING. A COMPREHENSIVE BIBLIOGRAPHY IS INCLUDED. THIS DOCUMENT IS AVAILABLE FOR \$1.70 FROM OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210. (PS)

VT 004 747

BEIMA, JAMES R.
SUGGESTED POST-SECONDARY BUSINESS EDUCATION GUIDELINE.

ALASKA STATE DEPT. OF EDUCATION, JUNEAU. DIV. OF VOCATIONAL EDUCATION
DIVISION OF VOCATIONAL EDUCATION, STATE DEPARTMENT OF EDUCATION, POUCH F, JUNEAU, ALASKA 99901 (\$2.00).
PUB DATE - 30JUN67 172P.

DESCRIPTORS - *COURSE DESCRIPTIONS; POST SECONDARY EDUCATION; *CURRICULUM GUIDES;
*CURRICULUM; *BUSINESS EDUCATION; PROGRAM DEVELOPMENT; *PROGRAM GUIDES

ABSTRACT - THIS GUIDE IS FOR TEACHER AND ADMINISTRATION USE IN CURRICULUM PLANNING AT THE POST-SECONDARY LEVEL IN BUSINESS EDUCATION. IT WAS DEVELOPED BY THE AUTHOR FOR ALASKA COMMUNITY COLLEGES AS PART OF A MASTER'S PROJECT. THE ORGANIZATION OF COURSES FOR THE POST-SECONDARY BUSINESS CURRICULUM IS SHOWN FOR 1-, 2-, AND 3-SEMESTER CERTIFICATE PROGRAMS AND 2-YEAR ASSOCIATE DEGREE PROGRAMS. CERTIFICATE PROGRAMS ARE GIVEN FOR THE CLERK-TYPIST, CLERK-STENOGRAPHER, GENERAL OFFICE SECRETARY, MACHINE OPERATOR, OFFICE MACHINE OPERATOR, ASSISTANT JUNIOR ACCOUNTANT, SEASONAL RETAIL CLERK, RETAIL

CLERK, AND ASSISTANT BUYER. ASSOCIATE DEGREE PROGRAMS ARE FOR SECRETARIAL SCIENCE, ACCOUNTING, OFFICE ADMINISTRATION, BUSINESS ADMINISTRATION, TRAFFIC MANAGEMENT, REAL ESTATE, RETAIL MID-MANAGEMENT, GROCERY STORE MANAGEMENT, AND HOSPITALITY MANAGEMENT. COURSE DESCRIPTIONS, WITH MAJOR TOPICS, STRUCTURE OUTLINE, AND SUGGESTED TEXTBOOKS, ARE PRESENTED FOR ALL COURSES IN EACH PROGRAM. (PS)

VT 004 776 ED 022 015
ROMAN, JOHN C., AND OTHERS
COMPUTING AND ACCOUNTING OFFICE OCCUPATIONS;
SUGGESTED CURRICULA GUIDE.

SOUTH-WESTERN PUBLISHING CO., CINCINNATI,
OHIO
NORTHERN ILLINOIS UNIV., DEKALB
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
BUSINESS EDUCATION DEPARTMENT, NORTHERN
ILLINOIS UNIVERSITY, DEKALB, ILLINOIS 60115
(\$1.00).
PUB DATE - 67 176P.

DESCRIPTORS - *CURRICULUM GUIDES; CURRICULUM;
*OFFICE OCCUPATIONS EDUCATION; *OFFICE
OCCUPATIONS; *ACCOUNTING; *ELECTRONIC DATA
PROCESSING; OFFICE MACHINES; INSTRUCTIONAL
MATERIALS; OCCUPATIONAL INFORMATION

ABSTRACT - THESE CURRICULUM OUTLINES ARE FOR
ADMINISTRATOR, SUPERVISOR, AND TEACHER USE IN
PLANNING COURSES AT LOCAL LEVELS ACCORDING TO
COMMUNITY NEEDS AND AVAILABILITY OF
FACILITIES, EQUIPMENT, AND TEACHING TIME. THE
GUIDE MAY ALSO BE USED IN DEVELOPING AND
ORGANIZING COURSES FOR MANPOWER DEVELOPMENT
AND TRAINING PROGRAMS. THE COURSE OUTLINES
AND OTHER GUIDE MATERIALS WERE PREPARED UNDER
CONTRACT BY THE STAFF OF SOUTH-WESTERN
PUBLISHING COMPANY AND REVIEWED BY
CONSULTANTS FROM THE FIELDS OF TEACHING AND
ADMINISTRATION AND BY SPECIALISTS IN THE U.S.
OFFICE OF EDUCATION. UNIT OUTLINES ARE
PRESENTED FOR EACH OF THE FOLLOWING
OCCUPATIONS, INCLUDING THE LENGTH OF THE
PROGRAMS IN CLOCK HOURS: (1) BOOKKEEPERS,
540-780, (2) CASHIERS, 480-825, (3) TELLERS,
600-825, (4) AUTOMATIC DATA-PROCESSING
EQUIPMENT OPERATORS, 570-1,170, (5) BILLING
MACHINE OPERATORS, 540, (6) BOOKKEEPING
MACHINE OPERATORS, 570-600, (7) COMPUTING
MACHINE OPERATORS, 450-570, (8) ACCOUNTING-
RECORDING MACHINE OPERATORS, 330-480, AND (9)
COMPUTING AND ACCOUNT-RECORDING OCCUPATIONS,
390-855. TRAINEES ARE EXPECTED TO HAVE A
WORKING KNOWLEDGE OF ENGLISH AND ELEMENTARY
ARITHMETIC. JOB DESCRIPTIONS AND
PREREQUISITES FOR TRAINING AND EMPLOYMENT ARE
SHOWN FOR EACH INCLUDED FOR EACH SUBJECT
UNIT. SUGGESTED PHYSICAL FACILITIES LAYOUTS,
EQUIPMENT, AND STANDARDS OF STUDENT
ACHIEVEMENT ARE GIVEN IN THE APPENDIX. (PS)

VT 004 777 ED 017 720
STENOGRAPHIC, SECRETARIAL, AND RELATED
OCCUPATIONS, SUGGESTED CURRICULA GUIDE.

LESLIE (C.E.) AND ASSOCIATES, GLEN HEAD, N.Y.
NORTHERN ILLINOIS UNIV., DE KALB.
PUB DATE - 67

DESCRIPTORS - *CURRICULUM GUIDES; HIGH
SCHOOLS; INSTRUCTIONAL MATERIALS; *OFFICE
OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION;
POST SECONDARY EDUCATION; TEACHING GUIDES

ABSTRACT - THE PURPOSE OF THIS GUIDE IS TO
ASSIST THOSE INVOLVED IN ADMINISTERING
VOCATIONAL EDUCATION PROGRAMS IN
STENOGRAPHIC, SECRETARIAL, AND RELATED OFFICE
OCCUPATIONS. IT OFFERS COURSES OF STUDY,
TESTS, TEACHING MATERIALS, AND OTHER
INFORMATION HELPFUL IN CONDUCTING PROGRAMS
UNDER CURRENT FEDERAL LEGISLATION AT
SECONDARY AND POST-SECONDARY LEVELS. THE
GUIDE WAS PREPARED BY C.E. LESLIE AND
ASSOCIATES UNDER CONTRACTUAL ARRANGEMENTS
BETWEEN THE U.S. OFFICE OF EDUCATION AND
MCGRAW-HILL, INC. CLASS HOURS, TEACHING
SUGGESTIONS, STANDARDS OF ACHIEVEMENT,
PREREQUISITES, TOPIC OUTLINES, AND SUGGESTED
TEXTS AND TEACHING MATERIALS ARE PRESENTED
FOR 32 GENERAL, 23 SPECIALIZED, AND FIVE
ADMINISTRATIVE OFFICE EDUCATION STUDY UNITS
WHICH ARE INTENDED TO QUALIFY THE TRAINEE FOR
THE FOLLOWING JOBS AT THREE LEVELS--(1)
CLERK-STENOGRAPHER, STENOGRAPHER-PRINT SHOP,
PUBLIC STENOGRAPHER, NOTE READER, AND
STENO TYPE OPERATOR, (2) LEGAL, FOREIGN-
LANGUAGE, MEDICAL, ENGINEERING, SCIENTIFIC,
AND POLICE STENOGRAPHERS, SECRETARY, AND
COURT REPORTER, AND (3) POLICE DEPARTMENT,
MEDICAL DEPARTMENT, MEDICAL, LEGAL,
EDUCATION, FOREIGN-LANGUAGE, SCIENTIFIC,
ENGINEERING, EXECUTIVE, AND SOCIAL
SECRETARIES AND STENOPOOL SUPERVISOR.
CURRICULUM SYNOPSSES ARE INCLUDED FOR BOTH
BASIC AND SPECIALIZED STENOGRAPHIC-
SECRETARIAL PROGRAMS. SUGGESTED PHYSICAL
FACILITIES, SOURCES OF EDUCATIONAL MATERIALS,
AND A COMPREHENSIVE LISTING OF INSTRUCTIONAL
AND REFERENCE MATERIALS ARE INCLUDED IN THE
APPENDIX. THIS DOCUMENT IS AVAILABLE AS
RS5.296--86011 FOR \$1.70 FROM SUPERINTENDENT
OF DOCUMENTS, U.S. GOVERNMENT PRINTING
OFFICE, WASHINGTON, D.C. 20402. (PS)

VT 004 778 ED 017 721
FILING AND RELATED OCCUPATIONS, A SUGGESTED
CURRICULUM GUIDE.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
SOUTH-WESTERN PUBLISHING CO., CINCINNATI,
OHIO
PUB DATE - 67 109P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE
OCCUPATIONS EDUCATION; CURRICULUM; *CLERICAL
OCCUPATIONS; *FILE CLERKS; RECORDKEEPING;
BIBLIOGRAPHIES; *PROGRAM PLANNING;
INSTRUCTIONAL MATERIALS

ABSTRACT - SUGGESTED CURRICULUMS PROVIDE A
GUIDE FOR TRAINING QUALIFIED WORKERS IN
HANDLING BUSINESS PAPERS, PERFORMING FILING
AND RETRIEVAL OPERATIONS, AND PREPARING
REPORTS. THE GUIDE SHOULD BE OF ASSISTANCE TO
ADMINISTRATORS, SUPERVISORS, AND TEACHERS IN
DEVELOPING AND ORGANIZING TRAINING PROGRAMS.
THE MATERIALS WERE PREPARED BY THE STAFF OF
SOUTH-WESTERN PUBLISHING COMPANY UNDER
CONTRACT WITH THE U.S. OFFICE OF EDUCATION.
THE COURSE OF STUDY FOR EACH OF NINE OFFICE
OCCUPATIONS HAS BEEN PLANNED TO PROVIDE THE
SPECIFIC SKILLS AND KNOWLEDGE NEEDED FOR

EMPLOYMENT, AND TO GIVE EACH TRAINEE SOME BACKGROUND IN OFFICE FUNDAMENTALS. CLASS HOURS, OBJECTIVES OF THE UNIT, TEACHING TIPS, TOPIC OUTLINE, AND SUGGESTED TEXTS AND OTHER TEACHING MATERIALS ARE PRESENTED FOR 12 GENERAL AND FIVE SPECIALIZED OFFICE EDUCATION UNITS FOR THE OCCUPATIONS (1) CUT MAN (PRINTING AND PUBLICATIONS), (2) FILE CLERK I, (3) RECORD CLERK, (4) FILE CLERK II, (5) CLASSIFICATION CLERK, (6) LIBRARIAN (PRINTING AND PUBLICATIONS), (7) FINGERPRINT CLERK (BANKING), (8) RECORDS CUSTODIAN (BANKING), AND (9) BRANCH RECORDER (GOVERNMENT SERVICE). SIX ADMINISTRATIVE OFFICE EDUCATION UNITS ARE PROVIDED FOR ADDITIONAL TRAINING REQUIRED BY SUPERVISORS, MANAGERS, AND OFFICIALS. JOB DESCRIPTIONS AND PREREQUISITES FOR TRAINING AND EMPLOYMENT ARE SHOWN FOR EACH OCCUPATION. SUGGESTED STANDARDS OF STUDENT ACHIEVEMENT, GUIDANCE AND APTITUDE TESTS AVAILABLE, SOURCES OF EDUCATIONAL MATERIALS, TYPICAL FACILITIES LAYOUTS, AND SUGGESTED EQUIPMENT ARE INCLUDED IN THE APPENDIXES. (PS)

VT 004 811

TYPEWRITING ENRICHMENT MATERIALS, SOURCE LIST.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LABORATORY
PUB DATE - SEP 67 32P.

DESCRIPTORS - *TYPEWRITING; *OFFICE OCCUPATIONS EDUCATION; *BIBLIOGRAPHIES; *INSTRUCTIONAL AIDS

ABSTRACT - THE SOURCE ADDRESS, PRICE (MANY FREE), AND A BRIEF DESCRIPTION OF INSTRUCTIONAL AND ENRICHMENT MATERIALS FOR USE IN TYPEWRITING INSTRUCTION ARE LISTED AND INCLUDE AWARDS, CONTESTS, GAMES, BOOKLETS, CHARTS AND POSTERS, RECORDS, SKILL BUILDER COURSES, SIMULATED WORK EXPERIENCE, TAPES, TESTS, AND TRANSPARENCIES. (PS)

VT 004 842 ED 019 484

STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS, A SUGGESTED CURRICULA GUIDE.

OFFICE OF EDUCATION (CHEW), WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION OE-86011
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (\$1.50 AS FS5.286--86001)
PUB DATE - 67 200P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; TEACHING GUIDES; *SECRETARIES; *STENOGRAPHERS; CURRICULUM; HIGH SCHOOLS; POST SECONDARY EDUCATION; *PROGRAM GUIDES; OCCUPATIONAL INFORMATION

ABSTRACT - THE PURPOSE OF THIS GUIDE IS TO ASSIST THOSE INVOLVED IN ADMINISTERING FULL-TIME, PART-TIME, REFRESHER AND UPGRADING, AND MANPOWER DEVELOPMENT AND TRAINING PROGRAMS IN STENOGRAPHIC, SECRETARIAL, AND RELATED OFFICE OCCUPATIONS IN HIGH SCHOOLS, POST-SECONDARY, AND SPECIAL SCHOOLS. IT WAS PREPARED BY C.E. LESLIE AND ASSOCIATES UNDER CONTRACTUAL ARRANGEMENTS BETWEEN THE U.S. OFFICE OF

EDUCATION AND MCGRAW-HILL, INC. JOB DESCRIPTIONS, OCCUPATIONAL PREREQUISITES, AND SUGGESTED TRAINING ARE GIVEN FOR CLERK-STENOGRAPHER, COURT REPORTER, NCTE READER OR STENO TYPE OPERATOR, STENO-POOL SUPERVISOR, ENGINEERING STENOGRAPHER, FOREIGN-LANGUAGE STENOGRAPHER, LEGAL STENOGRAPHER, MEDICAL STENOGRAPHER, POLICE STENOGRAPHER, PRINT SHOP STENOGRAPHER, PUBLIC STENOGRAPHER, SCIENTIFIC STENOGRAPHER, EDUCATION SECRETARY, ENGINEERING SECRETARY, EXECUTIVE SECRETARY, FOREIGN-LANGUAGE SECRETARY, LEGAL SECRETARY, MEDICAL SECRETARY, POLICE DEPARTMENT SECRETARY, SCIENTIFIC SECRETARY, AND SOCIAL SECRETARY. THIRTY-TWO GENERAL, 23 SPECIALIZED, AND FIVE ADMINISTRATIVE OFFICE EDUCATION UNITS ARE PROVIDED FOR THE SUGGESTED TRAINING. EACH PRESENTS CLASS HOURS, TEACHING SUGGESTIONS, STANDARDS OF STUDENT ACHIEVEMENT, PREREQUISITES, TOPIC OUTLINES, AND SUGGESTED TEXTS AND OTHER TEACHING MATERIALS. A SUGGESTED LESSON PLAN, PHYSICAL FACILITIES REQUIREMENTS, AN EXAMPLE OF A TYPICAL LAYOUT OF CLASSROOMS AND LABORATORIES, AND SOURCES OF EDUCATIONAL MATERIALS ARE INCLUDED IN THE APPENDIX. THIS DOCUMENT IS AVAILABLE AS FS5.286--86001 FOR \$1.50 FROM SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (PS)

VT 004 857

AUTOMATION AND BUSINESS DATA PROCESSING, SOURCE LIST.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUB DATE - ND 12P.

DESCRIPTORS - *BIBLIOGRAPHIES; *ELECTRONIC DATA PROCESSING; *INSTRUCTIONAL MATERIALS; *OFFICE OCCUPATIONS EDUCATION

ABSTRACT - A LIST OF MATERIALS AND REFERENCES IS PRESENTED FOR TEACHERS DESIRING (1) TO OBTAIN A BACKGROUND IN DATA PROCESSING PRINCIPLES, (2) TO ORGANIZE AN INTRODUCTORY COURSE AT THE HIGH SCHOOL, AREA VOCATIONAL SCHOOL, OR JUNIOR COLLEGE LEVEL, OR (3) TO INTEGRATE AN ACQUAINTANCESHIP WITH AUTOMATION AND BUSINESS DATA PROCESSING WITH OTHER BUSINESS CLASSES. THE ITEMS, CONTAINING TITLE, ADDRESS, PRICE, AND A BRIEF DESCRIPTION, ARE CATEGORIZED UNDER (1) CURRICULUM AND COURSE CONTENT PLANNING, (2) TEACHER REFERENCES, (3) MATERIALS TO USE WITH STUDENTS, (4) TABULATING EQUIPMENT OPERATION, (5) KEYPUNCH OPERATION, (6) BOOKKEEPING, (7) BUSINESS MATHEMATICS, (8) OFFICE PRACTICE, (9) TYPEWRITING AND SHORTHAND, (10) GUIDANCE, (11) AUDIOVISUAL AIDS, (12) DATA PROCESSING ORGANIZATIONS, AND (13) MAGAZINES. (PS)

VT 004 859

COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; SUMMARY OF AN IN-SERVICE TRAINING REPORT.

ORANGE COAST COLL., COSTA MESA, CALIF. CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF JUNIOR COLL. VOCATIONAL-TECHNICAL EDUCATION

RUS ED

25

PUB DATE - OCT67 26P.

DESCRIPTORS - *CURRICULUM PLANNING;
*CURRICULUM; *BUSINESS EDUCATION; *COMPUTERS;
*ELECTRONIC DATA PROCESSING; JUNIOR COLLEGES
IDENTIFIERS - *IBM SYSTEM 360; INTERNATIONAL
BUSINESS MACHINES SYSTEM 360

ABSTRACT - SUMMARY OF THE ORIGINAL REPORT BY
THE SAME TITLE; SEE ABSTRACT OF VT 004 860
FOR THE COMPLETE STUDY. (PS)

VT 004 860

CLARK, JOHN R.; TILTON, THEODORE
COMMENTS AND CURRICULA RELATED TO THIRD
GENERATION DATA PROCESSING AND SPECIFICALLY
IBM SYSTEM/360; AN IN-SERVICE TRAINING
REPORT.

ORANGE COAST COLL., COSTA MESA, CALIF.
CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO
PUB DATE - OCT67 225P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS
EDUCATION; *COMPUTERS; *ELECTRONIC DATA
PROCESSING; JUNIOR COLLEGES;
COMPUTER PROGRAMS
IDENTIFIERS - *IBM SYSTEM 360; INTERNATIONAL
BUSINESS MACHINES SYSTEM 360

ABSTRACT - BY 1970 THE VAST MAJORITY OF DATA
PROCESSING SYSTEMS DEALING WITH COMMERCIAL,
INDUSTRIAL, GOVERNMENTAL AND SCIENTIFIC
APPLICATIONS WILL BE OF THE THIRD GENERATION
VARIETY. AT PRESENT OVER 75 PERCENT OF ALL
COMPUTERS ON ORDER ARE OF THE THIRD
GENERATION, AND OVER TWO-THIRDS OF THESE ARE
THE IBM SYSTEM 360. THIS REPORT SUGGESTS A
THIRD GENERATION COMPUTER CURRICULUM FOR A
TWO-YEAR JUNIOR COLLEGE PROGRAM, AND PRESENTS
THREE COURSE OUTLINES WITH PROGRAMMING
EXAMPLES AND CLASSROOM HANDOUTS. THE OUTLINES
ARE DESIGNED FOR THREE HOURS OF LECTURE AND
TWO HOURS OF LABORATORY TIME PER WEEK. THE
FIRST COURSE IN REPORT PROGRAM GENERATION,
OFFERED DURING THE SECOND SEMESTER OF THE
FIRST YEAR, IS THE ONLY HIGHER LEVEL LANGUAGE
COMPATIBLE FOR ALL IBM S/360 COMPUTERS AND IS
THE BASIC LANGUAGE OF THE MCD 20 COMPUTER.
THE SECOND COURSE IN PROCEDURE LANGUAGES,
OFFERED DURING THE FIRST SEMESTER OF THE
SECOND YEAR, PLACES EMPHASIS ON THE
PROCEDURAL ORIENTED LANGUAGES OF COBOL AND
PL/I. THE THIRD COURSE, ASSEMBLY LANGUAGE
CODING, IS OFFERED DURING THE SECOND SEMESTER
OF THE SECOND YEAR, AND IS DESIGNED TO ENABLE
THE STUDENT TO PROGRAM THE COMPUTER AND
FAMILIARIZE HIM WITH THE LIMITATIONS OF THE
LANGUAGES HE HAS LEARNED. SEE VT 004 859 FOR
A SUMMARY OF THIS REPORT. (PS)

VT 004 924

SPARKS, MAVIS C.
OFFICE PRACTICE, GENERAL BUSINESS. UNIT--
CAREERS IN BUSINESS AND OFFICE OCCUPATIONS.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL
MATERIALS LAB.
PUB DATE - SEP67 70P.

DESCRIPTORS - *TEACHING GUIDES; UNITS OF
STUDY (SUBJECT FIELDS); *BUSINESS EDUCATION;

*CAREER PLANNING; HIGH SCHOOLS; POST
SECONDARY EDUCATION; BIBLIOGRAPHIES; RESOURCE
UNITS

ABSTRACT - THIS RESOURCE UNIT IS FOR TEACHER
USE IN PLANNING APPROXIMATELY FIVE LESSONS
FOR HIGH SCHOOL OR POST-HIGH SCHOOL PROGRAMS
IN GENERAL BUSINESS OR OFFICE PRACTICE
CLASSES, BUT IT MAY BE USED AS A
SUPPLEMENTARY UNIT IN ANY BUSINESS COURSE.
THE MAJOR CONTENT OBJECTIVE IS TO ASSIST THE
STUDENT IN SELECTING A BUSINESS POSITION
SUITED TO HIS INTERESTS AND ABILITIES. IT WAS
DEVELOPED BY A SUBJECT MATTER SPECIALIST IN
BUSINESS EDUCATION AT THE STATE LEVEL.
SUGGESTED CONTENT, TEACHING-LEARNING
ACTIVITIES, INSTRUCTIONAL MATERIALS, AND
REFERENCES ARE GIVEN FOR THE FOLLOWING
TOPICS: (1) TO UNDERSTAND THE ROLE OF
BUSINESS IN OUR DEMOCRATIC SOCIETY, (2) TO
APPRECIATE AND INTELLIGENTLY APPRAISE THE
WORLD OF WORK, (3) TO HAVE A GENERAL
KNOWLEDGE OF ALL TYPES OF BUSINESS AND OFFICE
OCCUPATIONS, (4) TO INTELLIGENTLY APPRAISE
SELF IN TERMS OF OCCUPATIONAL OPPORTUNITIES
IN THE BUSINESS WORLD, (5) TO UNDERSTAND
FULLY THE OCCUPATION CHOSEN AS LIFE'S WORK,
(6) TO IDENTIFY THE POSSIBILITIES FOR
TRAINING IN A CHOSEN OCCUPATION, AND (7) TO
UNDERSTAND THE EMPLOYMENT MARKET. THE TEACHER
SHOULD BE A BUSINESS EDUCATION OR HOME
ECONOMICS MAJOR WITH BUSINESS EXPERIENCE. A
COMPREHENSIVE LIST OF REFERENCES FOR TEACHER
USE IN STUDENT GUIDANCE AND CAREER SELECTION
IS INCLUDED. (PS)

VT 005 196

WELLS, INEZ RAY
PROPOSAL FOR THE SENIOR INTENSIVE BOE CORE
PROGRAM (PRELIMINARY REPORT), DEVELOPED BY
SUMMER WORKSHOP INVOCATIONAL, BUSINESS AND
OFFICE EDUCATION (THE UNIVERSITY OF TOLEDO,
TOLEDO, OHIO, JUNE 14-JULY 2, 1965). BULLETIN
7.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS.
BUSINESS AND OFFICE EDUCATION SERVICE
TOLEDO UNIV., OHIO. BUSINESS AND OFFICE
EDUCATION SERVICE
OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE,
INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO
STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS,
OHIO 43210 (\$1.40).
PUB DATE - 65 129P.

DESCRIPTORS - *CURRICULUM GUIDES;
*STENOGRAPHY; *BOOKKEEPING; TIME BLOCKS;
GRADE 12; *OFFICE OCCUPATIONS
EDUCATION; CURRICULUM; PROGRAM GUIDES;
*TEACHING GUIDES

ABSTRACT - THE SENIOR INTENSIVE BUSINESS AND
OFFICE EDUCATION (BOE) CORE PROGRAM IS
DESIGNED FOR 12TH GRADE STUDENTS WHO, DURING
THEIR JUNIOR YEAR OF SECONDARY SCHOOL
EDUCATION, FIND THEMSELVES INTERESTED IN BUT
UNPREPARED FOR A CAREER IN THE BUSINESS
WORLD. ONLY HIGHLY MOTIVATED, B-CR-BETTER,
OFFICE-ORIENTED STUDENTS SHOULD BE ADMITTED
TO THIS INTENSIVE PROGRAM. BASIC PLANS FOR A
SHORTHAND AND A BOOKKEEPING-CLERICAL SEQUENCE
ARE PRESENTED. PLAN I FOR THE SHORTHAND OR
BOOKKEEPING-CLERICAL SEQUENCE PROVIDES FOR
FOUR PERIODS OF "BLOCK" TIME PER DAY FOR

BUSINESS EDUCATION COURSES DURING THE FIRST SEMESTER AND TWO PERIODS OF BUSINESS EDUCATION PLUS TWO PERIODS FOR COOPERATIVE OFFICE EXPERIENCE IN A PAID OFFICE JOB DURING THE SECOND SEMESTER. PLAN IT PROVIDES FOR FIVE PERIODS OF "BLOCK" TIME PER DAY FOR BUSINESS EDUCATION COURSES DURING THE FIRST SEMESTER AND TWO PERIODS OF BUSINESS EDUCATION PLUS COOPERATIVE OFFICE EXPERIENCE DURING THE SECOND SEMESTER. CURRICULUMS ARE PLANNED FOR TWO 18-WEEK SEMESTERS, WITH 55-MINUTE PERIODS, 6 PERIODS PER DAY. COURSE OUTLINES ARE PROVIDED FOR BOOKKEEPING I AND II, BUSINESS MATHEMATICS, BUSINESS ORGANIZATION AND MANAGEMENT, JOB PREPARATION AND JOB PLACEMENT, OFFICE PROCEDURES I AND II, RECORD KEEPING, SHORTHAND, AND TYPEWRITING. EACH CONTAINS (1) SUGGESTED TIME ALLOTMENTS, (2) OBJECTIVES, (3) A CONTENT OUTLINE, AND (4) SUGGESTED TEACHING PROCEDURES, MATERIALS, STANDARDS, AND EVALUATION TECHNIQUES, AND (5) A LIST OF RESOURCE MATERIALS. CRITERIA FOR SELECTING TEACHERS AND STUDENTS, RECOMMENDED FACILITIES, SUGGESTED TEXTS AND SUPPLEMENTARY MATERIALS, SAMPLE FORMS, AND CRITERIA FOR DETERMINING VOCATIONAL UNITS ARE INCLUDED. (PS)

VT 005 246

BERNSTROM, HAL, AND OTHERS
INTRODUCTORY BUSINESS FOR EVERYDAY LIVING.
WHAT BUSINESS DOES AND CAN DO FOR YOU.
LEARNING ACTIVITY PACKAGE NO. 1.

HUGHSON UNION HIGH SCHOOL, CALIF.
PUB DATE - JUL67 33P.

DESCRIPTORS - *BUSINESS EDUCATION; SECONDARY EDUCATION; *CONSUMER ECONOMICS; STUDENT EVALUATION; *INDIVIDUALIZED INSTRUCTION; SELF EVALUATION; *MANUALS; EDUCATIONAL OBJECTIVES; WRITING EXERCISES; *TEACHER DEVELOPED MATERIALS; INSTRUCTIONAL MATERIALS; PROGRAMED MATERIALS; RESOURCE MATERIALS
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - THREE HIGH SCHOOL INSTRUCTORS PREPARED THIS LEARNING ACTIVITY PACKAGE TO HELP STUDENTS UNDERSTAND BASIC BUSINESS TERMS AND IDEAS AS THEY APPLY TO CONSUMERS AND PRODUCERS. USEFUL FOR INDIVIDUALIZED INSTRUCTION, THESE MATERIALS INCLUDE: (1) A STUDENT EVALUATION CHART, (2) A PRETEST, (3) INSTRUCTIONAL OBJECTIVES, AND (4) STUDENT ACTIVITIES. ALSO INCLUDED IN THIS COLOR-CODED MATERIAL ARE SEVERAL ILLUSTRATIONS AND THE ANSWERS TO THE PRETEST. (JS)

VT 005 280

THE PRE-TECHNICAL PROJECT, A DEMONSTRATION IN EDUCATION FOR TECHNOLOGY. BUSINESS TECHNOLOGY, 11TH YEAR.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT
CORRELATED AND PRE-TECHNICAL PROGRAMS, 480
PACIFIC STREET, BROOKLYN, NEW YORK 11217
(SINGLE COPIES TO SCHOOL SYSTEMS WITHOUT CHARGE).
PUB DATE - SEP67 371P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; PROGRAM GUIDES; *TEACHING GUIDES; GRADE 11; EXPERIMENTAL CURRICULUM; *PRETECHNOLOGY PROGRAMS; UNDERACHIEVERS; TEACHING METHODS

ABSTRACT - THIS CURRICULUM GUIDE IS FOR ADMINISTRATOR AND TEACHER USE IN PLANNING A PROGRAM FOR UNDERACHIEVING HIGH SCHOOL JUNIORS IN PREPARATION FOR A CAREER PROGRAM IN BUSINESS AT THE COMMUNITY COLLEGE LEVEL. IT WAS DEVELOPED BY A COMMITTEE OF TEACHERS AT THE LOCAL LEVEL AND REVISED AFTER CLASS USE. UNIT OUTLINES ARE PRESENTED FOR THE COURSES: (1) ENGLISH, (2) MATHEMATICS, (3) ACCOUNTING I AND II, (4) BUSINESS ENGLISH, (5) DISTRIBUTIVE EDUCATION, STENOGRAPHY I AND II, AND (6) TYPEWRITING I AND II. EACH UNIT GIVES THE TOPIC, OBJECTIVES, AND SUGGESTED STUDENT AND TEACHER ACTIVITIES. THE MATERIAL IS TO BE USED FOR 16.5 CLOCK HOURS PER WEEK FOR ONE YEAR. THE PROGRAM EMPHASIZES A TEAM TEACHING APPROACH TO INTERDISCIPLINARY CORRELATION OF SUBJECT MATTER AND A LABORATORY ORIENTATION OF THE CURRICULUM. SEE VT 005 281 FOR THE 12TH YEAR PROGRAM. (PS)

VT 005 281

THE PRE-TECHNICAL PROJECT, A DEMONSTRATION IN EDUCATION FOR TECHNOLOGY. BUSINESS TECHNOLOGY, 12TH YEAR.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT
CORRELATED AND PRE-TECHNICAL PROGRAMS, 480
PACIFIC STREET, BROOKLYN, NEW YORK 11217
(SINGLE COPIES TO SCHOOL SYSTEMS WITHOUT CHARGE).
PUB DATE - SEP67 75P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *BUSINESS EDUCATION; GRADE 12; EXPERIMENTAL CURRICULUM; *PRETECHNOLOGY PROGRAMS; UNDERACHIEVERS; TEACHING METHODS

ABSTRACT - THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A PROGRAM FOR SENIORS IN A COMPREHENSIVE HIGH SCHOOL WHO PLAN ON POST-SECONDARY EDUCATION IN BUSINESS TECHNOLOGY. IT WAS DEVELOPED BY A COMMITTEE OF TEACHERS AT THE LOCAL LEVEL, TESTED IN CLASSROOM USE, AND REVISED. UNIT OUTLINES ARE PRESENTED FOR THE FOLLOWING 12TH GRADE COURSES: (1) PRE-TECHNICAL COURSE IN ACCOUNTING, (2) SECRETARIAL STUDIES, (3) PRE-TECHNICAL COURSE IN ENGLISH, (4) OFFICE MACHINES, AND (5) MARKETING PRINCIPLES--DISTRIBUTIVE EDUCATION. EACH UNIT OUTLINE GIVES OBJECTIVES AND PUPIL ACTIVITIES AND PROJECTS. STUDENT SELECTIONS SHOULD BE ON THE BASIS OF ACADEMIC POTENTIAL AND MARGINAL ACHIEVEMENT AT THE END OF GRADE 10. SEE VT 005 280 FOR THE CURRICULUM GUIDE DESIGNED FOR GRADE 11. (PS)

VT 005 282

BARTLETT, SHIRLEY, AND OTHERS
BUSINESS EDUCATION CURRICULUM GUIDE.

ALASKA STATE DEPT. OF EDUCATION, JUNEAU. DIV. OF VOCATIONAL EDUCATION
PUB DATE - 67 99P.

DESCRIPTORS - *PROGRAM GUIDES; *PROGRAM PLANNING; *BUSINESS EDUCATION; HIGH SCHOOLS; *CURRICULUM

ABSTRACT - THIS PROGRAM GUIDE WAS DESIGNED FOR USE BY ADMINISTRATORS AND TEACHERS IN PLANNING A HIGH SCHOOL BUSINESS EDUCATION PROGRAM. IT WAS DEVELOPED BY A GROUP OF BUSINESS EDUCATION TEACHERS OF ALASKA. THE CONTENT INCLUDES: (1) OBJECTIVES OF THE BUSINESS EDUCATION CURRICULUM, (2) TYPES OF BEGINNING JOBS, (3) SUGGESTIONS FOR IMPLEMENTING AN EFFECTIVE GUIDANCE PROGRAM, (4) GUIDING PRINCIPLES WHICH MAY BE USED IN PLANNING AND EVALUATING THE BUSINESS EDUCATION PROGRAM, (5) SUGGESTED CURRICULUMS FOR CLERICAL, STENOGRAPHIC, BOOKKEEPING, AND DISTRIBUTIVE EDUCATION FOR GRADES 9-12, (6) COURSE DESCRIPTIONS, (7) SUGGESTED FORMS FOR USE IN STUDENT FOLLOWUP SURVEYS AND BUSINESS SURVEYS, (8) SUGGESTIONS FOR FACILITIES AND EQUIPMENT, (9) LIST OF TEACHING AIDS AND MATERIALS, (10) THE BUSINESS TEACHER'S RESPONSIBILITY FOR PUBLIC RELATIONS, AND (11) SUGGESTED FORMS FOR USE IN COOPERATIVE EDUCATION. A BIBLIOGRAPHY AND THREE TEACHING MODELS ILLUSTRATING "PROCESS AS CONTENT" ARE INCLUDED. (PS)

VT 005 440
TYPEWRITING 9, TYPEWRITING 1, TYPEWRITING 2,
COURSE GUIDES.

TEXAS EDUCATION AGENCY, AUSTIN
PUB DATE - 64 35P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *TYPEWRITING; HIGH SCHOOLS; JUNIOR HIGH SCHOOLS

ABSTRACT - THIS COURSE GUIDE IS FOR TEACHER USE IN PLANNING TYPEWRITING COURSES FOR GRADE 9, TYPING I, AND TYPING II IN JUNIOR HIGH AND HIGH SCHOOL. IT WAS DEVELOPED BY A WRITING COMMITTEE OF THE TEXAS BUSINESS EDUCATION ASSOCIATION AT THE SECONDARY AND COLLEGE LEVEL AND WAS TESTED IN THE CLASSROOM BEFORE PUBLICATION. INCLUDED FOR EACH OF THE THREE COURSES ARE: (1) COURSE DESCRIPTION, (2) SPECIFIC OBJECTIVES, (3) SUGGESTED CONTENT AND SEQUENCE, (4) SUGGESTED TEACHING PROCEDURES, (5) SUGGESTED EVALUATION PROCEDURES, (6) SUGGESTED TIME SCHEDULES AND STANDARDS, (7) CLASSROOM EQUIPMENT, MATERIALS, AND SUPPLIES, AND (8) SUPPLEMENTARY MATERIALS. THE TEACHER SHOULD BE CERTIFIED TO TEACH TYPEWRITING. THE COURSES ARE DESIGNED FOR BOTH PERSONAL USE AND PRE-VOCATIONAL TRAINING. (MM)

VT 005 441
GENERAL BUSINESS, COURSE GUIDE .

TEXAS EDUCATION AGENCY, AUSTIN
PUB DATE - 67 52P.

DESCRIPTORS - TEACHING GUIDES; BUSINESS EDUCATION; *CONSUMER EDUCATION; *ECONOMICS; GRADE 9; GRADE 10; BIBLIOGRAPHIES

ABSTRACT - THIS TEACHING GUIDE IS FOR TEACHER USE IN PLANNING A COURSE FOR HIGH SCHOOL

STUDENTS IN GENERAL BUSINESS. IT WAS DEVELOPED BY A COMMITTEE OF THE TEXAS BUSINESS EDUCATION ASSOCIATION AND TESTED IN THE CLASSROOM BEFORE PUBLICATION. THE CONTENT OBJECTIVES ARE TO ASSIST STUDENTS IN DEVELOPING ECONOMIC UNDERSTANDING. SUGGESTED UNITS FOR THIS ONE OR TWO SEMESTER COURSE ARE: (1) THE BUSINESS COMMUNITY, (2) MONEY AND BANKING, (3) PLANNED SPENDING, (4) USING CREDIT, (5) SAVINGS AND INVESTMENTS, (6) INSURANCE, (7) TRAVEL AND TRANSPORTATION, (8) COMMUNICATIONS, (9) FILING AND RECORD KEEPING, (10) AUTOMATION, (11) LABOR AND GOVERNMENT, AND (12) BUSINESS CAREERS. INCLUDED ARE COURSE DESCRIPTIONS, SPECIFIC OBJECTIVES FOR STUDENTS, SUGGESTED CONTENT, SUGGESTED TEACHING PROCEDURES, SUGGESTED EVALUATION PROCEDURES, AND SUGGESTED TEACHERS' REFERENCE MATERIALS. THE REFERENCE MATERIALS INCLUDE: (1) TEXTBOOKS, (2) REFERENCE TEXTBOOKS, (3) MANUALS AND GUIDES, (4) PROFESSIONAL BOOKS, (5) PERIODICALS, (6) SOURCES OF VISUAL AID MATERIALS, AND (7) A LIST OF FREE AND INEXPENSIVE MATERIALS. STUDENTS SHOULD BE GRADE 9 OR GRADE 10. (MM)

VT 005 449
SUGGESTED NEW CURRICULUM PATTERNS FOR OFFICE OCCUPATIONS EDUCATION. VOL. 50, NO. 8.

VIRGINIA STATE BOARD OF EDUCATION, RICHMOND.
BUSINESS EDUCATION SERVICE
PUB DATE - FEB 68 192P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *CURRICULUM; HIGH SCHOOLS; ADULT EDUCATION

ABSTRACT - USING CURRICULUM GUIDES DEVELOPED BY THE U.S. OFFICE OF EDUCATION AS A BASIS, THE VIRGINIA BUSINESS EDUCATION SERVICE DEVELOPED NEW SECONDARY AND ADULT OFFICE EDUCATION CURRICULUM GUIDES DESIGNED TO OVERCOME SOME OF THE MAJOR WEAKNESSES OF THE PRESENT PROGRAMS. THE PROGRAMS ARE DESIGNED FOR STENOGRAPHIC, TYPEWRITING, CLERICAL ACCOUNTING, FILING, DATA PROCESSING, AND OFFICE DUPLICATIONS OCCUPATIONAL CLUSTERS. SUGGESTED CURRICULUM PATTERNS ARE GIVEN FOR EACH OCCUPATIONAL CLUSTER TO SHOW HOW THE UNITS MAY BE DEVELOPED FOR USE DURING THE JUNIOR AND SENIOR SCHOOL YEARS. TOPICAL OUTLINES FOR EACH INSTRUCTIONAL UNIT GIVE A BRIEF DESCRIPTION OF PURPOSE, TEACHING TIPS, TOPICAL LISTING, AND SUGGESTED REFERENCES. THE APPENDIXES INCLUDE (1) SUGGESTED STANDARDS OF STUDENT ACHIEVEMENT, (2) SOURCES OF INSTRUCTIONAL MATERIALS, (3) GUIDANCE AND APTITUDE TESTS AVAILABLE, (4) PHYSICAL FACILITY LAYOUTS, (5) SUGGESTED EQUIPMENT FOR STENOGRAPHIC, TYPEWRITING, AUTOMATED DATA PROCESSING, GENERAL BUSINESS, AND CLERICAL ACCOUNTING OCCUPATIONS LABORATORIES, AND (6) GUIDELINES FOR ESTABLISHING THE PROGRAMS. (PS)

VT 005 517
COCK, FRED S.
SECRETARIES ON THE SPOT.

NATIONAL SECRETARIES ASSOCIATION
(INTERNATIONAL), KANSAS CITY, MO.
THE NATIONAL SECRETARIES ASSOCIATION, 1103

GRAND AVENUE, SUITE 410, KANSAS CITY,
MISSOURI 64106 (\$5.00).
PUB DATE - 67 253P.

DESCRIPTORS - *CASE STUDIES (EDUCATION);
*SUPPLEMENTARY TEXTBOOKS; *COMMUNICATION
PROBLEMS; *BUSINESS EDUCATION; *HUMAN
RELATIONS; *SECRETARIES; ACHIEVEMENT TESTS;
ANSWER KEYS; ADULT VOCATIONAL EDUCATION;
SECONDARY GRADES; OFFICE MANAGEMENT; CLERICAL
OCCUPATIONS

ABSTRACT - PROBLEM SITUATIONS WITH SOLUTIONS
PROVIDED BY MEMBERS OF THE NATIONAL
SECRETARIES ASSOCIATION (INTERNATIONAL) ARE
FOR EXPERIENCED AND FUTURE SECRETARIES WHO
WISH TO REFINED THEIR HUMAN RELATIONS SKILLS
AND LEARN TO ANALYZE AND SOLVE PEOPLE-CAUSED
PROBLEMS. MAJOR CHAPTERS ARE: (1) USING THE
CASE METHOD, (2) HUMAN RELATIONS, CONTAINING
24 CASES, (3) COMMUNICATIONS, CONTAINING 15
CASES, (4) OFFICE RECORDS, CONTAINING 15
CASES, (5) OFFICE ORGANIZATION, CONTAINING 11
CASES, (6) SECRETARIAL PROBLEMS, CONTAINING
11 CASES, (7) THE NEW JOB, CONTAINING EIGHT
CASES, AND (8) ADDITIONAL OFFICE SITUATIONS,
CONTAINING 60 PROBLEMS. SUGGESTIONS FOR THE
TEACHER, ACHIEVEMENT TESTS, AND A
BIBLIOGRAPHY ARE INCLUDED. (MM)

VT 005 992
SHORTHAND FOR BUSINESS EDUCATION DEPARTMENTS
IN PENNSYLVANIA'S PUBLIC SCHOOLS.

PENNSYLVANIA STATE DEPT. OF PUBLIC
INSTRUCTION, HARRISBURG.
BULL-277
PUB DATE - 68 10CP.

DESCRIPTORS - *BUSINESS EDUCATION;
*STENOGRAPHY; *OFFICE OCCUPATIONS EDUCATION;
*CURRICULUM GUIDES; SECONDARY EDUCATION;
*TEACHING METHODS; STUDENT EVALUATION;
EDUCATIONAL FACILITIES; RESOURCE MATERIALS;
GUIDANCE

ABSTRACT - DEVELOPED BY PENNSYLVANIA BUSINESS
EDUCATORS TO MEET THE NEED FOR A SHORTHAND
CURRICULUM GUIDE, THIS BULLETIN SERVES
SEVERAL PURPOSES. ONE SUCH PURPOSE IS TO
SUGGEST METHODS IN WHICH SHORTHAND MAY BE
PRESENTED TO DEVELOP THE GREATEST LEVEL OF
STUDENT ACHIEVEMENT. INCLUDED IN THE BULLETIN
ARE SEVEN CHAPTERS ON (1) SHORTHAND IN THE
HIGH SCHOOL CURRICULUM, (2) COMPARATIVE
SHORTHAND SYSTEMS AND THEIR APPLICATIONS, (3)
GUIDANCE, (4) TEACHING SHORTHAND, (5)
TEACHING TRANSCRIPTION, (6) EVALUATIVE
TECHNIQUES AND GRADING, AND (7) SHORTHAND
FACILITIES. ALSO INCLUDED IN THE BULLETIN ARE
APPENDIXES ON THE STANDARD WORD, SECRETARIAL
ORGANIZATIONS, AND INSTRUCTIONAL AIDS.
(AUTHOR/JS)

VT 006 189
BOOKKEEPING, CYCLE I.

IDAHO STATE DEPT. OF EDUCATION, BOISE.
BUSINESS AND DISTRIBUTIVE EDUCATION
IDAHO STATE BOARD FOR VOCATIONAL EDUCATION,
BUSINESS EDUCATION DIVISION, 518 FRONT
STREET, BOISE, IDAHO 83702 (COPIES AVAILABLE
WITHOUT CHARGE).

PUB DATE - ND 21P.

DESCRIPTORS - *INDIVIDUAL INSTRUCTION;
*OFFICE OCCUPATIONS EDUCATION; *BOOKKEEPING;
SECONDARY GRADES; *WORKBOOKS; PROJECT
TRAINING METHODS; *CLERICAL OCCUPATIONS;
COOPERATIVE EDUCATION; ASSIGNMENTS;
ACCOUNTING

ABSTRACT - THIS WORKBOOK IS FOR TEACHER USE
IN PROVIDING A BASIC KNOWLEDGE OF ACCOUNTING
FOR STUDENTS ENROLLED IN THE HIGH SCHOOL
OFFICE PRACTICE CLASS, EITHER COOPERATIVE OR
PROJECT METHOD. IT WAS DEVELOPED AND TESTED
BY A GRADUATE STUDENT UNDER THE SUPERVISION
OF A TEACHER EDUCATOR. UNITS ARE: (1) BALANCE
SHEET TRANSACTIONS, (2) T ACCOUNTS, DEBIT AND
CREDIT, (3) INCOME STATEMENT AND CLOSING, (4)
JOURNALIZING, POST AND TRIAL BALANCE, (5)
WORKSHEET, (6) PROVING CASH BANK DEPOSITS,
BANK STATEMENT RECONCILIATION, PETTY CASH,
AND (7) PAYROLL RECORDS AND PAYROLL TAXES.
THE MATERIAL IS TO BE USED BY THE STUDENT AS
INDIVIDUAL ASSIGNMENTS USING BOOKKEEPING AND
ACCOUNTING TEXTBOOKS AS REFERENCES. THE
TEACHER SHOULD HAVE A BASIC KNOWLEDGE OF
ACCOUNTING AND THE MATERIAL CAN BE COVERED IN
4 TO 6 WEEKS, 1 HOUR PER DAY. (MM)

VT 006 190
ORGANIZING THE OFFICE PRACTICE COURSE.

IDAHO STATE BOARD FOR VOCATIONAL EDUCATION,
BOISE. BUSINESS AND DISTRIBUTIVE EDUCATION
DIV.
VO-ED NO. 102
PUB DATE - 66 34P.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM
GUIDES; *BUSINESS EDUCATION; *OFFICE
OCCUPATIONS; *OFFICE PRACTICE; SECONDARY
GRADES; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS

ABSTRACT - THIS PROGRAM GUIDE PROVIDES A
SUGGESTED ORGANIZATIONAL PLAN FOR OFFICE
PRACTICE COURSES IN HIGH SCHOOLS. SECTION I,
ORGANIZING THE OFFICE PRACTICE COURSE, AND
SECTION III, REFERENCE SOURCES, WERE
REPRODUCED BY PERMISSION OF MCGRAW-HILL BOOK
COMPANY, INC. SECTION II, UNITS OF
INSTRUCTION, WAS TAKEN FROM THE OFFICE OF
EDUCATION, UNITED STATES DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE PUBLICATION "A
SUGGESTED CURRICULUM GUIDE FOR COMPUTING AND
ACCOUNTING OFFICE OCCUPATIONS." SECTION I
CONTAINS RECOMMENDATIONS RELATING TO COURSE
CONTENT, SCHEDULING A COURSE, SCHEDULING
CLASSES, PATTERNS OF CLASS ORGANIZATION, AND
ADAPTING TO SITUATIONS. SECTION II PROVIDES
HOURS REQUIRED, DESCRIPTION, TEACHING TIPS,
TOPIC OUTLINE, AND TEXTS AND OTHER TEACHING
MATERIALS FOR TWO OFFICE PRACTICE COURSES.
SECTION III CITES 47 REFERENCES AND EIGHT
VISUAL AIDS. (MM)

VT 006 195
ANTHONY, EDWARD L., ED.
MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL
NO. 1L.

SMALL BUSINESS ADMINISTRATION, WASHINGTON,
D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT

PRINTING OFFICE, WASHINGTON, D.C. 20402
(SBA1.10/2:1, \$.75).
PUB DATE - 58 193P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANUFACTURING INDUSTRY; *MANAGEMENT; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE 31 CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESS MEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO THREE CLASSES: BUSINESS-GOVERNMENT RELATIONS, INTERNAL GENERAL MANAGEMENT, AND EXTERNAL SOURCES OF ADVICE. SOME OF THE CHAPTER TITLES INCLUDED ARE: (1) HOW SMALL PLANTS CAN SELL TO THE FEDERAL GOVERNMENT, (2) PACKAGING POINTERS FOR GOVERNMENT CONTRACTORS, (3) BUDGETING IN THE SMALL PLANT, (4) REDUCING ACCIDENT COSTS IN SMALL INDUSTRIAL PLANTS, (5) METHODS ENGINEERING FOR THE SMALL PLANT, (6) IS YOUR LABOR TURNOVER COST TOO HIGH? (7) MINIMIZING THE COST OF BREAKING IN NEW PERSONNEL, (8) INCENTIVE TECHNIQUES FOR USE IN SMALL BUSINESSES, (9) DEVELOPING FOREMEN IN SMALL PLANTS, (10) HOW MANAGEMENT CONSULTANTS HELP SMALL BUSINESSES. OTHER ANNUALS IN THIS SERIES, EXCEPT NO. 2, ARE AVAILABLE AS VT 006 196-VT 006 204. (MM)

VT 006 196
ANTHONY, EDWARD L., ED.
MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 3L.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(SBA1.10/2:3, \$.45).
PUB DATE - 57 88P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; MARKETING; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE 11 CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESS MEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO THREE CLASSES: BUSINESS-GOVERNMENT RELATIONS, INTERNAL GENERAL MANAGEMENT, AND EXTERNAL SOURCES OF ADVICE. THE CHAPTER TITLES ARE: (1) HOW GOOD RECORDS AID INCOME TAX REPORTING, (2) HOW TO PRICE A NEW PRODUCT, (3) HOW TO SET UP SALES TERRITORIES, (4) WAGE INCENTIVES IN SMALL BUSINESS, (5)

STREAMLINING OFFICE SYSTEMS IN SMALL BUSINESS, (6) PSYCHOLOGICAL TESTING FOR SMALL BUSINESS, (7) SMALL BUSINESS PROFITS FROM UNPATENTABLE IDEAS, (8) HOW MARKETING RESEARCH HELPS SMALL BUSINESS, (9) HOW FIELD WAREHOUSING CONCERNS HELP SMALL BUSINESS, (10) HOW INDEPENDENT LABORATORIES HELP SMALL BUSINESS, AND (11) HOW FOOD BROKERS HELP SMALL BUSINESS. OTHER DOCUMENTS IN THIS SERIES, EXCEPT NO. 2, ARE AVAILABLE AS VT 006 195-VT 006 204. (MM)

VT 006 197
ANTHONY, EDWARD L., ED.
MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 4L.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(SBA1.10/2:4, \$.45).
PUB DATE - 58 86P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; MANAGEMENT; *MANUFACTURING INDUSTRY; MARKETING; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE 11 CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESS MEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO THREE CLASSES: BUSINESS-GOVERNMENT RELATIONS, INTERNAL GENERAL MANAGEMENT, AND EXTERNAL SOURCES OF ADVICE. THE CHAPTER TITLES ARE: (1) APPEAL PROCEDURE FOR INCOME TAX CASE, (2) HOW THE SECURITIES ACT OF 1933 AFFECTS SMALL BUSINESS, (3) BROADENING YOUR MANUFACTURING OPERATIONS, (4) MAKING A MARKETING SURVEY, (5) PLANNING YOUR WORKING CAPITAL REQUIREMENTS, (6) REDESIGNING PRODUCTS FOR BETTER MARKETABILITY, (7) DEVELOPING SOUND PRODUCTION STANDARDS, (8) OFFICE MECHANIZATION FOR SMALL INDUSTRY, (9) RECORDS RETENTION IN SMALL BUSINESS, (10) USING YOUR BANKER'S ADVISORY SERVICES, AND (11) HOW INDUSTRIAL DISTRIBUTORS HELP SMALL MANUFACTURERS. OTHER DOCUMENTS IN THIS SERIES, EXCEPT NO. 2, ARE AVAILABLE AS VT 006 195-VT 006 204. (MM)

VT 006 198
ANTHONY, EDWARD L., ED.
MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 5L.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(SBA1.10/2:5, \$.45).
PUB DATE - 57 88P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING

INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE 11 CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESS MEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO TWO CLASSES: INTERNAL GENERAL MANAGEMENT, AND EXTERNAL SOURCES OF ADVICE. THE CHAPTER TITLES ARE: (1) KEY FACTORS IN STARTING A NEW PLANT, (2) CHOOSING THE LEGAL STRUCTURE FOR YOUR FIRM, (3) REDUCING THE RISKS OF PRODUCT DEVELOPMENT, (4) EXECUTIVE INCENTIVES IN SMALL BUSINESS, (5) EFFECTIVE CONTROL FOR BETTER MANAGEMENT, (6) ANALYZING YOUR COST OF MARKETING, (7) PROTECTING YOUR RECORDS AGAINST DISASTER, (8) SURVEYING AND CONTROLLING EXECUTIVE TIME, (9) MORE FOR YOUR STOREROOM DOLLAR, (10) UTILIZING OLDER WORKERS IN SMALL INDUSTRY, AND (11) HOW THE POST OFFICE HELPS SMALL BUSINESS. OTHER DOCUMENTS IN THIS SERIES, EXCEPT NO. 2, ARE AVAILABLE AS VT 006 195-VT 006 204. (MM)

VT 006 199

LITZBERG, ROBERT A., ED.
MANAGEMENT AIDS FOR SMALL MANUFACTURERS.
ANNUAL NO. 6L.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(SBA1.10/2:6, \$.30).
PUB DATE - 60 82P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE TEN CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESS MEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO THREE CLASSES: BUSINESS-GOVERNMENT RELATIONS, INTERNAL GENERAL MANAGEMENT, AND EXTERNAL SOURCES OF ADVICE. THE CHAPTER TITLES INCLUDED ARE: (1) RESEARCH AND DEVELOPMENT OPPORTUNITIES WITH THE FEDERAL GOVERNMENT, (2) TRAPS TO AVOID IN SMALL BUSINESS MANAGEMENT, (3) WISHING WON'T GET PROFITABLE NEW PRODUCTS, (4) RATING YOUR FIRM'S ORGANIZATION, (5) MAKING YOUR SALES MEETINGS PROFITABLE, (6) PROTECTING YOUR BUSINESS AGAINST DISHONESTY, (7) HOW DIRECTORS STRENGTHEN SMALL FIRMS, (8) IMPROVING FOREMAN RELATIONS IN SMALL PLANTS, (9) JOB EVALUATION IN SMALL BUSINESS, AND (10) HOW BUSINESS PUBLICATIONS HELP SMALL BUSINESS. OTHER

DOCUMENTS IN THIS SERIES, EXCEPT NO. 2, ARE AVAILABLE AS VT 006 195-VT 006 204. (MM)

VT 006 200

LITZBERG, ROBERT A., ED.
MANAGEMENT AIDS FOR SMALL MANUFACTURERS.
ANNUAL NO. 7L.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(SBA1.10/2:7, \$.30).
PUB DATE - 61 74P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE NINE CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESS MEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO TWO CLASSES: BUSINESS-GOVERNMENT RELATIONS, AND INTERNAL GENERAL MANAGEMENT. THE CHAPTER TITLES ARE: (1) HOW THE ICA HELPS SMALL BUSINESS, (2) HIRING A KEY EXECUTIVE FOR YOUR SMALL PLANT, (3) ORGANIZING THE OWNER-MANAGER'S JOB, (4) SALESMAN'S COMPENSATION: TWO BASIC PROBLEMS, (5) KEEPING YOUR SALESMEN ENTHUSIASTIC, (6) PLANT LOCATION FACTORS FOR SMALL INDUSTRY, (7) CONTROLLING INSPECTION COSTS IN SMALL PLANTS, (8) PRICING ARITHMETIC FOR SMALL BUSINESS MANAGERS, AND (9) CUTTING PAPERWORK THROUGH WORK SIMPLIFICATION. OTHER DOCUMENTS IN THIS SERIES, EXCEPT NO. 2, ARE AVAILABLE AS VT 006 195-VT 006 204. (MM)

VT 006 201

LITZBERG, ROBERT A., ED.
MANAGEMENT AIDS FOR SMALL MANUFACTURERS.
ANNUAL NO. 8L.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(SBA1.10/2:8, \$.35).
PUB DATE - 62 94P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANUFACTURING INDUSTRY; *MANAGEMENT; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE 12 CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESS MEN TO HELP

THEMSELVES. THE SUBJECT MATTER FALLS INTO THREE CLASSES: BUSINESS-GOVERNMENT RELATIONS, INTERNAL GENERAL MANAGEMENT, AND EXTERNAL SOURCES OF ADVICE. THE CHAPTER TITLES INCLUDED ARE: (1) EXPORT ASSISTANCE PROGRAMS OF THE U.S. DEPARTMENT OF COMMERCE, (2) COPYRIGHTS AND COPYRIGHT OFFICE SERVICES, (3) USING DEFERRED COMPENSATION IN SMALL BUSINESS, (4) "TAILOR-MADE" YOUR EXECUTIVE STAFF, (5) PROVIDING CAPITAL FOR YOUR FIRM, (6) HELPING THE BANKER HELP YOU, (7) WATCH YOUR CASH, (8) RESPONSIBILITY ACCOUNTING CAN PAY DIVIDENDS, (9) STEPS IN INCORPORATING A BUSINESS, (10) SELECTING A LAWYER FOR YOUR BUSINESS, (11) ARBITRATION AND THE SMALL BUSINESSMAN, AND (12) USING COMPUTER SERVICES IN SMALL BUSINESS. OTHER DOCUMENTS IN THIS SERIES, EXCEPT NO. 2, ARE AVAILABLE AS VT 006 195-VT 006 204. (MM)

VT 006 202

GOODPASTURE, BRUCE, ED.
MANAGEMENT AIDS FOR SMALL MANUFACTURERS.
ANNUAL NO. 9L.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(SPA1.10/2:9, \$.35).
PUB DATE - 63 90P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE TEN CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESS MEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO TWO CLASSES: INTERNAL GENERAL MANAGEMENT, AND EXTERNAL SOURCES OF ADVICE. THE CHAPTER TITLES ARE: (1) BUILDING GROWTH-MINDEDNESS INTO YOUR BUSINESS, (2) MANAGEMENT PLANNING FOR SOUND GROWTH, (3) CASH MANAGEMENT IN SMALL PLANTS, (4) KEEPING OVERHEAD COSTS IN LINE, (5) GETTING THE MOST FROM YOUR PURCHASING DOLLAR, (6) CHECKING YOUR MARKETING CHANNELS, (7) HEALTH CHECKLIST FOR SMALL PLANTS, (8) THE MANAGEMENT SIDE OF SMALL-PLANT R AND D, (9) EXPORTING FOR PROFIT, AND (10) SELECTING MARKETING RESEARCH SERVICES. OTHER DOCUMENTS IN THIS SERIES, EXCEPT NO. 2, ARE AVAILABLE AS VT 006 195-VT 006 204. (MM)

VT 006 203

MACARTHUR, JEAN P., ED.
MANAGEMENT AIDS FOR SMALL MANUFACTURERS.
ANNUAL NO. 10L.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402

(SPA1.10/2:10, \$.35).
PUB DATE - 64 90P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE 11 CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESS MEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO THREE CLASSES: BUSINESS-GOVERNMENT RELATIONS, INTERNAL GENERAL MANAGEMENT, AND EXTERNAL SOURCES OF ADVICE. THE CHAPTER TITLES ARE: (1) GETTING MONEY FOR LONG-TERM GROWTH, (2) USING A COMBINATION EXPORT MANAGEMENT FIRM, (3) POINTERS ON MEETING COMPETITION, (4) KEY MARKETING WORDS--WHAT THEY MEAN, (5) GETTING RESULTS FROM YOUR BUDGET, (6) RETIREMENT PLANS FOR SMALL BUSINESS, (7) REDUCING TRANSPORTATION COSTS, (8) REDUCING MANAGEMENT WASTE, (9) IMPROVING YOUR PRODUCT'S VALUE, (10) MEASURING YOUR GROWTH PATTERN, AND (11) A PAYROLL SAVINGS PLAN HELPS SMALL BUSINESS. OTHER DOCUMENTS IN THE SERIES, EXCEPT NO. 2, ARE AVAILABLE AS VT 006 195-VT 006 204. (MM)

VT 006 204

MACARTHUR, JEAN P., ED.
MANAGEMENT AIDS FOR SMALL MANUFACTURERS .
ANNUAL NO. 11.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(SPA1.10/2:11, \$.40).
PUB DATE - 65 111P.

DESCRIPTORS - *REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS UNDER THE TITLE OF MANAGEMENT AIDS FOR SMALL BUSINESS. THE CHOICE OF SUBJECT STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE 16 CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESSMEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO THREE CLASSES: BUSINESS-GOVERNMENT RELATIONS, INTERNAL GENERAL MANAGEMENT, AND EXTERNAL SOURCES OF ADVICE. THE CHAPTER TITLES INCLUDED ARE: (1) SOUND OBJECTIVES HELP BUILD PROFITS, (2) CHECKING YOUR MANAGEMENT METHODS, (3) A NEW LOOK AT EXPORT MARKETS, (4) FINANCING EXPORT SALES, (5) RENOVATION-EXPANSION CHECKLIST, (6) WHY NOT USE EVERYONE'S GOOD IDEAS, (7) BUYING AND SELLING A PATENT, (8) WHAT KIND OF MONEY DO YOU NEED, (9) INTERNATIONAL MARKETING ASSISTANCE IN

EUROPE, (10) HELP ON INDUSTRIAL RELATIONS PROBLEMS, (11) BUSINESS LIFE INSURANCE, (12) SOLE-PROPRIETORSHIP LIFE INSURANCE, (13) PARTNERSHIP LIFE INSURANCE, (14) CORPORATION LIFE INSURANCE, (15) TAX DATES FOR SMALL PLANTS, AND (16) DEPRECIATION GUIDELINES. OTHER DOCUMENTS IN THE SERIES EXCEPT NO. 2, ARE AVAILABLE AS VT 006 195-VT 006 204. (MM)

VT 006 222
BUSINESS ORGANIZATION.

ROCHESTER CITY SCHOOL DISTRICT, N.Y.
PUR DATE - 63 36P.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING GUIDES; GRADE 11; GRADE 12; *MANAGEMENT; *OCCUPATIONAL INFORMATION; *ECONOMICS

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING A COURSE FOR JUNIORS AND SENIORS IN BUSINESS ORGANIZATION IN THE HIGH SCHOOLS. IT WAS DEVELOPED BY A BUSINESS TEACHER AND SUPERVISORS AT THE LOCAL LEVEL. THE CONTENT OBJECTIVES ARE TO GIVE THE STUDENT A KNOWLEDGEABLE BACKGROUND OF THE ELEMENTS OF BUSINESS ORGANIZATION AND MANAGEMENT. THE FUNCTIONS, ECONOMIC SERVICES, AND ORGANIZATION AND MANAGEMENT ASPECTS OF AMERICAN BUSINESS ARE EMPHASIZED. UNITS ARE: (1) AMERICAN BUSINESS, (2) BUSINESS OPPORTUNITIES, (3) FORMS OF BUSINESS, (4) BUSINESS MANAGEMENT, (5) APPRAISAL OF LOCATIONS FOR BUSINESS, (6) PURCHASING, (7) FINANCE, (8) PRODUCTION MANAGEMENT, (9) ADVERTISING, (10) MARKETING AND DISTRIBUTION, (11) CREDITS AND COLLECTIONS, (12) PERSONNEL, AND (13) GOVERNMENT REGULATION. EACH UNIT INCLUDES THE PURPOSE, SUGGESTED CONTENT, AND SUGGESTED ACTIVITIES. THE TEACHER SHOULD BE A CERTIFIED BUSINESS TEACHER. ESTIMATED TIME FOR THE USE OF THIS MIMECROGRAPHED MATERIAL IS 80 HOURS. (MM)

VT 006 232
CLERICAL PRACTICE, CENTRAL HIGH SCHOOL,
GRADE 10.

CINCINNATI PUBLIC SCHOOLS. CURRICULUM BULLETIN NUMBER 260
CINCINNATI PUBLIC SCHOOLS, 230 EAST NINTH STREET, CINCINNATI, OHIO 45202 (\$2.00).
PUR DATE - 60 94P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; OFFICE OCCUPATIONS EDUCATION; *CLERICAL OCCUPATIONS; *OFFICE PRACTICE; GRADE 10; BIBLIOGRAPHIES
IDENTIFIERS - *CINCINNATI PUBLIC SCHOOLS

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING A ONE-SEMESTER HIGH SCHOOL COURSE THAT MEETS TWO HOURS A DAY, FIVE DAYS A WEEK. IT WAS DEVELOPED BY TEACHERS AND SUPERVISORS AT THE LOCAL LEVEL TO GIVE THE PUPILS KNOWLEDGE AND SKILLS IN A WIDE VARIETY OF CLERICAL JOBS INCLUDING FILING, RECORD KEEPING, HANDLING COMMUNICATION MEDIA, TYPEWRITING AND PREPARING MATERIALS FOR DUPLICATION, OPERATING MISCELLANEOUS OFFICE MACHINES, OPERATING ADDING-LISTING MACHINES, AND THE DEVELOPMENT OF PERSONAL QUALITIES DESIRABLE FOR SUCCESS AS AN OFFICE WORKER.

UNITS ARE (1) THE CLERICAL WORKER, (2) FILING, (3) OFFICE REFERENCE BOOKS, (4) DUPLICATING, (5) COMMUNICATIONS IN BUSINESS, AND (6) RECORD KEEPING. EACH UNIT CONTAINS A BRIEF INTRODUCTION, OBJECTIVES, AN OUTLINE OF THE CONTENT TO BE COVERED, SUGGESTED ACTIVITIES, A VOCABULARY, A STATEMENT ON EVALUATION, AND AUDIO-VISUAL AND EXPLORATORY MATERIALS. (PS)

VT 006 392
HORNBERG, H.W.
A GUIDE FOR THE HIGH SCHOOL COORDINATING TEACHER IN DEVELOPING A COOPERATIVE OFFICE EDUCATION PROGRAM.

WISCONSIN UNIV., MADISON.
WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION,
MADISON. DIV. OF INSTRUCTIONAL SERVICES
PUR DATE - ND 75P.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING GUIDES; *COOPERATIVE EDUCATION; RESOURCE MATERIALS; *PROGRAM DEVELOPMENT; PROGRAM PLANNING; PROGRAM EVALUATION; OFFICE OCCUPATIONS EDUCATION; *INSTRUCTOR COORDINATORS

ABSTRACT - PREPARED BY A HIGH SCHOOL TEACHER, THIS COORDINATOR'S GUIDE IS INTENDED TO ASSIST TEACHERS AND ADMINISTRATORS IN DEVELOPING COOPERATIVE OFFICE EDUCATION PROGRAMS. DATA IN THE GUIDE IS DIVIDED INTO THREE SECTIONS ON PROGRAM DEVELOPMENT, PROGRAM OPERATION, AND PROGRAM EVALUATION. SPECIFIC DATA CAN BE FOUND ON: (1) SELECTING STUDENTS AND WORK STATION, (2) DEVELOPING A TRAINING PLAN, (3) CONDUCTING FOLLOW-UP STUDIES, AND (4) EVALUATING THE PROGRAM. ALSO INCLUDED IN THIS GUIDE ARE A GLOSSARY AND SAMPLE FORMS USEFUL IN COORDINATING AN OFFICE EDUCATION PROGRAM. (JS)

VT 006 396
OFFICE MACHINES FOR HIGH SCHOOLS.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT
NO. 18
PUBLICATIONS SALES OFFICE, BOARD OF EDUCATION OF THE CITY OF NEW YORK, 110 LIVINGSTON STREET, BROOKLYN, NEW YORK 11201 (\$3.00).
PUR DATE - 66 145P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE MACHINES; GRADE 11; GRADE 12; SECONDARY GRADES; TEACHING TECHNIQUES

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING A COURSE FOR 11TH AND 12TH GRADE PUPILS IN OFFICE MACHINES. IT WAS DEVELOPED, TESTED, AND REVISED BY A LOCAL CURRICULUM COMMITTEE. THE CONTENT OBJECTIVES ARE TO DEVELOP UNDERSTANDING OF GENERAL METHODS AND TECHNIQUES, 10-KEY ADDING MACHINE, FULL-KEYBOARD ADDING MACHINE, ROTARY CALCULATOR, PRINTING CALCULATOR, KEY-DRIVEN CALCULATOR, AND BOOKKEEPING MACHINE. THE INSTRUCTIONAL TIME ALLOTMENT AND STUDENT PREREQUISITES SHOULD BE DETERMINED BASED UPON THE CURRICULUM PATTERN OF EACH SCHOOL. SUGGESTIONS CONCERNING SUPPLIES, TEXTBOOKS

FOR CLASSROOM USE, AND VISUAL AIDS ARE APPENDED. (CH)

VT 006 397

SCHWEET, RAY G.
BUSINESS EDUCATION IN THE SECONDARY SCHOOL.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION,
DOVER
PUB DATE - APR 66 36P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *OFFICE OCCUPATIONS; TYPEWRITING; STENOGRAPHY; CLERICAL OCCUPATIONS; BOOKKEEPING; SECONDARY GRADES; WORK EXPERIENCE PROGRAMS; BUSINESS EDUCATION; COOPERATIVE EDUCATION

ABSTRACT - THIS SET OF GUIDELINES IS PRESENTED AS AN AID TO THOSE WHO ADMINISTER, SUPERVISE, AND TEACH COURSES IN THE FIELD OF BUSINESS EDUCATION. IT WAS DESIGNED BY A STATE SUPERVISOR OF BUSINESS EDUCATION AND OFFICE OCCUPATIONS AND WAS BASED ON INFORMATION GAINED FROM AN INFORMAL BUSINESS AND INDUSTRY SURVEY, AND INTERVIEWS WITH TEACHERS AND DEPARTMENT HEADS OF BUSINESS EDUCATION. IT IS INTENDED FOR USE IN PROGRAM PLANNING AND OPERATION OF WORK EXPERIENCE PROGRAMS AT THE HIGH SCHOOL LEVEL. TOPICS DISCUSSED INCLUDE THE PHILOSOPHY AND OBJECTIVES OF BUSINESS EDUCATION, SUGGESTED PROGRAMS IN BUSINESS EDUCATION, EXPLANATION OF COURSE SEQUENCES IN STENOGRAPHIC, BOOKKEEPING, AND CLERICAL PROGRAMS, AND TYPES OF WORK EXPERIENCE PROGRAMS. A STUDENT APPLICATION FOR OFFICE OCCUPATIONS AND OFFICE OCCUPATIONS TRAINING PLAN ARE APPENDED. (CH)

VT 006 467

ANTHONY, EDWARD L.
MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 2.

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C., 20402 (SBA 1.10/2:2 \$1.55).
PUB DATE - 56 152P.

DESCRIPTORS - REFERENCE MATERIALS; BUSINESS EDUCATION; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; *INDIVIDUAL INSTRUCTION

ABSTRACT - THIS ANNUAL IS A COMPILATION OF A SERIES OF PUBLICATIONS FOR SMALL BUSINESS OWNERS AND OPERATORS UNDER THE TITLE OF MANAGEMENT AIDS FOR SMALL BUSINESS. THE CHOICE OF SUBJECTS STEMMED DIRECTLY FROM NEEDS AND DESIRES MENTIONED TO THE SMALL BUSINESS ADMINISTRATION STAFF BY SMALL BUSINESS OPERATORS. THE 21 CHAPTERS ARE BRIEF AND WRITTEN IN CLEAR, PRACTICAL TERMS TO BE APPLIED BY THE BUSINESSMEN TO HELP THEMSELVES. THE SUBJECT MATTER FALLS INTO THREE CLASSES: INTERNAL GENERAL MANAGEMENT, EXTERNAL SOURCES OF ADVICE, AND BUSINESS-GOVERNMENT RELATIONS. SOME OF THE CHAPTER TITLES INCLUDED ARE: (1) KNOW YOUR PATENTING PROCEDURE, (2) LEAN SOURCES IN THE FEDERAL GOVERNMENT, (3) HOW TO ANALYZE YOUR OWN BUSINESS, (4) SALES FORECASTING FOR SMALL BUSINESS, (5) BORROWING MONEY FROM YOUR BANK, (6) HOW TO REDUCE YOUR OPERATING COSTS, (7)

JUDGING YOUR PURCHASING EFFICIENCY, (8) MATERIALS CONTROL FOR SMALL PLANTS, (9) HOW TRADE ASSOCIATIONS HELP SMALL BUSINESS, (10) HOW ADVERTISING AGENCIES HELP SMALL BUSINESS, AND (11) HOW MANUFACTURERS' AGENTS HELP SMALL BUSINESS. (MM)

VT 006 468

SANGSTON, F. EARL
SUGGESTED MANAGEMENT GUIDES : A PRACTICAL GUIDE FOR LARGE COMPANIES AND OTHERS WHO ARE INTERESTED IN HELPING THE SMALL BUSINESSMAN IMPROVE HIS MANAGEMENT SKILLS.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C., 20402 (SBA1.19:M31 \$1.75).
PUB DATE - 62 309P.

DESCRIPTORS - *MANAGEMENT EDUCATION; *CURRICULUM GUIDES; *PRODUCER SERVICES; SUPERVISORY TRAINING; *EDUCATIONAL NEEDS; *MANAGERIAL OCCUPATIONS; PROGRAM DEVELOPMENT; INSTRUCTIONAL MATERIALS

ABSTRACT - IF THE SMALL FIRM OWNER-MANAGER IS TO SURVIVE, PROSPER, AND GROW IN TODAY'S HIGHLY COMPETITIVE MARKET, HIS SUCCESS WILL BE BASED ON HIS ABILITY TO DEVELOP THE BALANCED EXPERIENCE THAT IS NECESSARY TO OPERATE AND REALIZE A REASONABLE PROFIT. MANY LARGE COMPANIES ARE ENGAGED IN EXPLORING WAYS TO HELP SMALL BUSINESS OWNERS AND MANAGERS STRENGTHEN THEIR MANAGEMENT SKILLS. BANKERS, CONSULTANTS, ACCOUNTANTS, LAWYERS, TRADE ASSOCIATION OFFICIALS, WHOLESALERS, EDUCATORS AND OTHERS WHO ARE IN A POSITION TO HELP THE SMALL BUSINESSMAN IMPROVE HIS MANAGEMENT KNOW-HOW, WILL FIND THIS MANUAL HELPFUL. PART ONE DESCRIBES THE NEED FOR STRENGTHENING MANAGEMENT SKILLS AND SHOWS HOW LARGE CORPORATIONS ARE OPERATING SUCCESSFUL MANAGEMENT ASSISTANCE PROGRAMS FOR THEIR DISTRIBUTORS AND DEALERS. PART TWO IS AN OUTLINE OF THE TYPES OF INFORMATION WHICH COULD BE INCORPORATED INTO A MANAGEMENT IMPROVEMENT PROGRAM, UNDER THE HEADINGS: (1) ESSENTIALS OF ADMINISTRATIVE MANAGEMENT, (2) RECORDS AND RECORDKEEPING, (3) CREDIT AND COLLECTIONS, (4) BANKING AND FINANCE, (5) BUSINESS RISKS AND INSURANCE, (6) TAXATION, (7) PERSONNEL, (8) EFFECTIVE SELLING, (9) ADVERTISING, (10) SALES PROMOTION, AND (11) MODERN STORE DESIGN. THE APPENDIX LISTS THE SERVICES OFFERED TO SMALL BUSINESS BY THE SMALL BUSINESS ADMINISTRATION. (MM)

VT 006 670

BUSINESS COMMUNICATION.

ROCHESTER CITY SCHOOL DISTRICT, N.Y.
CURRICULUM OFFICE
PUB DATE - 63 71P.

DESCRIPTORS - *CURRICULUM GUIDES; GRADE 12; *BUSINESS EDUCATION; *LESSON PLANS; *COMMUNICATION SKILLS; SECRETARIES; GRADE 11; *STENOGRAPHERS

ABSTRACT - THIS SYLLABUS WAS PREPARED BY TEACHERS FROM RESULTS OF INDUSTRIAL SURVEYS,

AND IS DESIGNED FOR USE BY HIGH SCHOOL BUSINESS TEACHERS IN PLANNING AND CONDUCTING LESSONS IN BUSINESS COMMUNICATIONS. THE CONTENT OBJECTIVE IS TO AID 11TH AND 12TH GRADE SECRETARIAL-STENOGRAPHIC STUDENTS IN DEVELOPING THE COMMUNICATIONS SKILLS NECESSARY FOR EMPLOYMENT. UNITS ON ORAL AND WRITTEN COMMUNICATION, WORD MASTERY, BUSINESS WRITING, BUSINESS LETTERS, OTHER TYPES OF WRITTEN BUSINESS COMMUNICATIONS, AND DEVELOPMENT OF COMPETENCE IN ORAL COMMUNICATIONS ARE COVERED. EACH UNIT PRESENTS A STATEMENT OF PURPOSE, CONTENT TO BE STUDIED, SUGGESTED PROCEDURES AND ACTIVITIES, AND SPACE FOR TEACHER COMMENTS. RESOURCE MATERIALS ARE LISTED AT THE END OF EACH UNIT. AN APPENDIX INCLUDES A LIST OF AVAILABLE PUBLISHED ENGLISH TESTS, SAMPLE PRACTICE DRILLS, AND A LISTING OF SOURCES SUPPLYING FREE CLERICAL SKILLS TESTS. THE 1-SEMESTER COURSE SHOULD BE CONDUCTED BY CERTIFIED BUSINESS TEACHERS. (AW)

VT 006 720

SECRETARIAL TRAINING PROGRAM REPORT.

CPI COMMUNITY ACTION INST., NEW HAVEN, CONN.
PUB DATE - 24MAR68 15P.

DESCRIPTORS - *ADULT EDUCATION; *SECRETARIES;
*PROGRAM DESCRIPTIONS; *CHANGING ATTITUDES
IDENTIFIERS - *COMMUNITY ACTION INSTITUTE,
HARTFORD, CONNECTICUT

ABSTRACT - THIS DOCUMENT IS A REPORT OF A SECRETARIAL TRAINING PROGRAM CONDUCTED BY THE COMMUNITY ACTION INSTITUTE FOR 10-15 SECRETARIES OF THE COMMUNITY RENEWAL TEAM. THE TRAINING DEALT SPECIFICALLY WITH THE ROLE OF THE SECRETARY IN OFFICE SKILLS AND PERSONAL ATTITUDES USEFUL IN THEIR WORK. THE TRAINING PROGRAM, CONSISTING OF CONSULTANT PRESENTATIONS, TRAINING FILMS, GROUP DISCUSSIONS, ROLE PLAYING, TRAINING SLIDES, AND DISTRIBUTION OF A SECRETARIAL MANUAL, WAS HELD 2 HOURS A DAY ONCE A WEEK FOR A PERIOD OF 6 WEEKS. INCLUDED IN THE DOCUMENT IS A SCHEDULE OF THE TRAINING PROGRAM, AND THE MANUAL WHICH WAS PREPARED FOR SECRETARIES IN THIS TRAINING PROGRAM. (MM)

VT 006 731

PIESLAK, RAYMOND F.
ABOUT TYPEWRITING.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.
DIV. OF VOCATIONAL EDUCATION
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY,
RUTGERS UNIVERSITY, 10 SEMINARY PLACE, NEW
BRUNSWICK, NEW JERSEY 08903 (\$2.00).
PUB DATE - JUL68 178P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS;
SECONDARY GRADES; REFERENCE BOOKS; *OFFICE
OCCUPATIONS; *TYPEWRITING; *DEAF EDUCATION;
*SLOW LEARNERS

ABSTRACT - DEVELOPED AT THE STATE LEVEL AND PILOT TESTED IN THE STATE SCHOOL FOR THE DEAF, THE MANUAL IS INTENDED FOR THE USE OF DEAF STUDENTS OR SLOWER LEARNERS IN HIGH SCHOOL AS A TEXT OR REFERENCE BOOK. LESSONS MAY BE TAUGHT IN ANY SEQUENCE. UNITS ARE: (1)

THINGS TO KNOW BEFORE YOU START TYPEWRITING, (2) MEASUREMENTS YOU SHOULD KNOW IN TYPING, (3) PARTS OF THE TYPEWRITER, (4) SIGNS AND SYMBOLS, (5) CENTERING, (6) ENVELOPES, (7) POSTAL CARDS AND MEMORANDUMS, (8) WORD DIVISION, (9) PERSONAL BUSINESS LETTERS, (10) TABULATION, (11) ROUGH DRAFT SYMBOLS, (12) NUMBER GUIDES, (13) OUTLINES, (14) MANUSCRIPTS, AND (15) BUSINESS LETTERS. SUPPLEMENTARY MATERIALS INCLUDE A TYPEWRITING VOCABULARY, MEANINGS AND USES OF ABBREVIATIONS, AND AN ACHIEVEMENT TEST FOR EACH UNIT. (JK)

VT 006 745

DATA PROCESSING I.

ROCHESTER CITY SCHOOL DISTRICT, N.Y.
PUB DATE - 64 43P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS
EDUCATION; *DATA PROCESSING; *DATA PROCESSING
OCCUPATIONS; GRADE 11; GRADE 12

ABSTRACT - THIS MATERIAL WAS PREPARED BY A COMMITTEE OF TEACHERS FROM RESULTS OF INDUSTRY SURVEYS AND INFORMATION SUPPLIED BY INDIVIDUAL BUSINESSMEN. IT IS DESIGNED FOR USE BY BUSINESS TEACHERS IN LESSON PLANNING FOR DATA PROCESSING COURSES IN HIGH SCHOOLS AND VOCATIONAL SCHOOLS. THE PRIMARY OBJECTIVE OF SUCH COURSES IS TO HELP 11TH AND 12TH GRADE STUDENTS IN DEVELOPING A KNOWLEDGE OF THE BASIC PRINCIPLES OF AUTOMATIC DATA PROCESSING. ELEVEN UNITS COVER: (1) MEANING OF DATA PROCESSING, (2) AUTOMATED DATA PROCESSING, (3) INPUT MEDIA, (4) AUTOMATIC WIRING, (5) CARD PUNCHING AND VERIFYING, (6) SORTING AND SELECTING, (7) INTERPRETING, (8) MATCHING, MERGING, SELECTION AND SEQUENCE CHECKING, (9) REPRODUCING, GANG PUNCHING, AND MARK-SENSITIVE PUNCHING, (10) DETAIL PRINTING, GROUP PRINTING, AND ADDING, AND (11) INTRODUCTION TO COMPUTERS. EACH UNIT CONTAINS A STATEMENT OF PURPOSE, CONTENT TO BE STUDIED, TEACHING SUGGESTIONS, VOCABULARY LIST, AND RESOURCE MATERIALS. TEACHING MATERIALS RECOMMENDED FOR EACH UNIT AND A LIST OF NECESSARY DATA PROCESSING EQUIPMENT ARE APPENDED. THE INSTRUCTOR SHOULD BE A CERTIFIED BUSINESS TEACHER WITH BACKGROUND IN DATA PROCESSING. THE RECOMMENDED TIME ALLOTMENT FOR THE COURSE IS 160 HOURS FOR A HIGH SCHOOL PROGRAM, AND 400 HOURS IF TAUGHT IN A VOCATIONAL CENTER. (AW)

VT 006 873 ED 022 926

LESCARBEAU, ROLAND F., AND OTHERS
DEVELOPMENT OF A CURRICULUM TO MEET CHANGING
MANPOWER NEEDS OF THE COMPUTER AND BUSINESS
MACHINE INDUSTRIES; INTERIM DEVELOPMENTS.
FINAL REPORT.

TECHNICAL EDUCATION CONSORTIUM, INC.,
HARTFORD, CONN.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
OEG-1-8-061489-2022 08
BR-6-1489
PUB DATE - JUN68 115P.

DESCRIPTORS - *CURRICULUM GUIDES; *TECHNICAL
EDUCATION; *ELECTROMECHANICAL TECHNICIANS;
PROGRAM DEVELOPMENT; *COMPUTER SCIENCE

EDUCATION; CURRICULUM; ELECTROMECHANICAL TECHNOLOGY

ABSTRACT - THIS SUGGESTED CURRICULUM GUIDE REPRESENTS THE CONSENSUS OF OPINION BY THE REPRESENTATIVES OF SEVEN SCHOOLS COMPRISING THE TECHNICAL EDUCATION CONSORTIUM, WITH ADVICE OF INDUSTRIAL EXPERTS CONCERNING THE ESSENTIAL EDUCATIONAL NEEDS OF THE TECHNICIANS THEY WOULD EMPLOY. IT WILL SERVE AS A GUIDE TO SCHOOLS PLANNING TO INSTITUTE A PROGRAM APPLICABLE TO THE BUSINESS MACHINE AND COMPUTER INDUSTRIES AND CAN BE MODIFIED BY THE SCHOOLS. A CURRICULUM OUTLINE IS PRESENTED FOR THE FOUR SEMESTERS. COURSE OUTLINES INCLUDE HOURS REQUIRED, PREREQUISITES, COREQUISITES, COURSE DESCRIPTIONS AND OBJECTIVES, MAJOR DIVISIONS, OUTLINES OF INSTRUCTION, AND TEXTS AND REFERENCES FOR COURSES TITLED: (1) ELECTRICITY AND ELECTRONICS, (2) PRINCIPLES OF PHYSICS I, (3) MATHEMATICS I, (4) TECHNICAL GRAPHICS, (5) ENGLISH COMPOSITION, (6) ELECTRICITY AND ELECTRONICS II, (7) INTRODUCTION TO DATA PROCESSING, (8) MECHANISMS, (9) PRINCIPLES OF PHYSICS II, (10) MATHEMATICS II, (11) DIGITAL COMPUTER FUNDAMENTALS, (12) ELECTRO-MECHANICAL COMPONENTS, (13) CONTROL SYSTEMS, (14) COMMUNICATIONS SKILLS, (15) DIGITAL COMPUTING SYSTEMS, (16) INPUT/OUTPUT DEVICES, (17) STORAGE PRINCIPLES AND DEVICES, AND (18) PSYCHOLOGY AND HUMAN RELATIONS. INCLUDED IN THE APPENDIXES ARE SOURCES OF AUDIO-VISUAL MATERIALS, SAMPLE LABORATORY EXPERIMENTS, SAMPLE EXAMINATIONS, A BIBLIOGRAPHY, AND A LIST OF EQUIPMENT NEEDED IN LABORATORIES. (MM)

VT 007 135 ED 023 894

LANHAM, FRANK W.

A PLANNING STUDY TO DETERMINE THE FEASIBILITY OF DEVELOPING A NEW BUSINESS AND OFFICE EDUCATION CURRICULUM. MOONSHOT--AN OFFICE OCCUPATION CURRICULUM. FINAL REPORT.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
CEG-1-7-071223-5134 08
BR-7-1223

PUB DATE - JUN 68 122P.

DESCRIPTORS - *CURRICULUM PLANNING; RESEARCH CRITERIA; MODELS; RESEARCH PROBLEMS; *SYSTEMS APPROACH; RESEARCH DESIGN; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *CURRICULUM DEVELOPMENT; FEASIBILITY STUDIES; HIGH SCHOOLS; EDUCATIONAL OBJECTIVES
IDENTIFIERS - *NEW OFFICE AND BUSINESS EDUCATION LEARNING SYSTEM; NOBELS; MOONSHOT

ABSTRACT - THE PURPOSE OF THIS STUDY WAS TO EXPLORE THE FEASIBILITY OF UTILIZING THE SYSTEMS APPROACH IN DEVELOPING AN OFFICE OCCUPATIONS CURRICULUM CONGRUENT WITH THE CONCEPTS IN THE ORGANIC CURRICULUM THEORY. THE TITLE OF THIS PROJECT IS NEW OFFICE AND BUSINESS EDUCATION LEARNING SYSTEM (NOBELS). AN ANALOG SYSTEM MODEL WAS DEVELOPED AS THE FRAMEWORK IN WHICH NOBELS COULD BE DEVELOPED AND TESTED. THE FEASIBILITY OF NOBELS WAS EVALUATED BY FOUR CRITERIA: (1) THE PLAN WAS SUPPORTED BY PROFESSIONAL LEADERSHIP, (2) THE

PLAN EVOLVED FROM AVAILABLE INTERDISCIPLINARY THINKING, (3) THE PLAN PROVIDED A STRUCTURE WITH PROFESSION-WIDE SUPPORT AND A FEASIBLE OPERATIONAL STRUCTURE, AND (4) DISSEMINATION AND DETERMINATION OF DISSEMINATION, ADVOCATES, AND ACCEPTORS WERE AN INTEGRAL PART OF THE OVER-ALL PLAN. FACE-TO-FACE MEETINGS WERE HELD TO SOLVE PROBLEMS AND CONFLICTS. SIX DRAFTS WERE WRITTEN BEFORE ALL CRITERIA OF FEASIBILITY WERE DETERMINED TO BE MET. (MM)

VT 007 148

SPARKS, MAVIS C.

OFFICE PRACTICE UNIT: HANDLING THE MAIL.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.

PUB DATE - JAN 68 24P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *OFFICE OCCUPATIONS EDUCATION; *BUSINESS CORRESPONDENCE; *SECONDARY GRADES

ABSTRACT - THIS TEACHING GUIDE IS FOR TEACHER USE IN PLANNING AND TEACHING A UNIT IN OFFICE PRACTICE FOR HIGH SCHOOL STUDENTS WITH INTEREST IN OFFICE OCCUPATIONS. THE MATERIAL WAS DEVELOPED BY A SPECIALIST IN BUSINESS AND OFFICE EDUCATION AND WILL BE REVISED UPON SUGGESTIONS FROM TEACHERS USING THE MATERIALS. THE CONTENT OBJECTIVES ARE TO ENABLE STUDENTS TO UNDERSTAND AND CARRY OUT THE DUTIES, RESPONSIBILITIES, AND PROCEDURES IN HANDLING INCOMING AND OUTGOING MAIL. THESECTIONS INCLUDE: (1) POSTAL REGULATIONS AND SERVICES, (2) PROCESSING INCOMING MAIL EFFICIENTLY, (3) PROCESSING OUTGOING MAIL EFFICIENTLY, AND (4) HANDLING MAILING PROBLEMS IN A REALISTIC SITUATION. THE MATERIAL IS DESIGNED FOR FOUR LESSONS AND INCLUDES TEACHING OBJECTIVES, CONTENT OUTLINE, TEACHING MATERIALS, CHECK LIST, EVALUATION, AND REFERENCES. A BOOKLET OF 29 TRANSPARENCY MASTERS (VT 007 150) HAS BEEN DEVELOPED TO USE WITH THIS TEACHING GUIDE. (MM)

VT 007 150

SPARKS, MAVIS C.

HANDLING THE MAIL, TRANSPARENCY MASTERS.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.

PUB DATE - APR 68 23P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *BUSINESS CORRESPONDENCE; SECONDARY GRADES; *TRANSPARENCIES

ABSTRACT - THIS BOOKLET OF 29 TRANSPARENCY MASTERS WAS DEVELOPED TO BE USED WITH THE CURRICULUM GUIDE "HANDLING THE MAIL" (VT 007 148) AND INCLUDES TRANSPARENCIES TO ASSIST IN TEACHING: (1) POSTAL REGULATIONS AND SERVICES, (2) PROCESSING INCOMING AND OUTGOING MAIL, AND (3) HANDLING MAILING PROBLEMS. (MM)

VT 007 151

SPARKS, MAVIS C.

FINDING A JOB; TRANSPARENCY MASTERS .

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.

PUR DATE - MAY68 24P.

DESCRIPTORS - *CURRICULUM GUIDES; BUSINESS EDUCATION; *EMPLOYMENT INTERVIEWS; *HIGH SCHOOLS; *TRANSPARENCIES; JOB APPLICATION

ABSTRACT - THIS BOOKLET OF 21 TRANSPARENCY MASTERS WAS DEVELOPED TO BE USED WITH THE CURRICULUM GUIDE "FINDING AND APPLYING FOR A JOB" (VT 007 152) AND IS DESIGNED TO ASSIST IN TEACHING: (1) HOW TO LOCATE A JOB, (2) HOW TO APPLY FOR A JOB, (3) HOW TO UNDERSTAND THE EMPLOYMENT TESTING SITUATION, (4) HOW TO HANDLE THE JOB INTERVIEW SUCCESSFULLY, AND (5) HOW TO ADJUST TO THE NEW JOB. (MM)

VT 007 152

SPARKS, MAVIS C.

OFFICE PRACTICE UNIT: FINDING AND APPLYING FOR A JOB .

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.

PUR DATE - MAY68 33P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; BUSINESS EDUCATION; *EMPLOYMENT INTERVIEWS; *HIGH SCHOOLS; *JOB APPLICATIONS; VOCATIONAL ADJUSTMENT; REFERENCE MATERIALS

ABSTRACT - THIS TEACHING GUIDE IS FOR TEACHER'S USE IN TEACHING A UNIT FOR HIGH SCHOOL STUDENTS IN FINDING AND APPLYING FOR A JOB IN OFFICE WORK. IT WAS DEVELOPED BY A SPECIALIST IN BUSINESS AND OFFICE EDUCATION AND WILL BE REVISED UPON SUGGESTIONS FROM TEACHERS USING THE MATERIAL. THE CONTENT OBJECTIVE IS TO ENABLE THE NINTH TO 12TH GRADE STUDENT TO PRESENT HIMSELF FAVORABLY AS AN APPLICANT FOR EMPLOYMENT. SECTIONS ARE: (1) LOCATING THE "RIGHT" JOB, (2) APPLYING FOR THE JOB, (3) UNDERSTANDING WHAT IS EXPECTED IN THE EMPLOYMENT TESTING SITUATION, (4) HANDLING THE INTERVIEW SUCCESSFULLY, AND (5) ADJUSTING TO THE NEW JOB. A BOOKLET OF 21 TRANSPARENCY MASTERS (VT 007 151) HAS BEEN DEVELOPED TO ASSIST IN TEACHING THIS UNIT OF ABOUT FIVE LESSONS. (MM)

VT 007 176

ERNEST, JOHN W.

HOW TO TEACH BUSINESS SUBJECTS.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF BUSINESS EDUCATION
CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION

PUB DATE - ND 120P.

DESCRIPTORS - *BUSINESS EDUCATION; *ADULT EDUCATION; TEACHING PROCEDURES; TEACHING METHODS; *BUSINESS EDUCATION TEACHERS; BEGINNING TEACHERS; *TEACHER EDUCATION; COMMUNITY COLLEGES; *TEACHING GUIDES; BIPICROGRAPHIES

ABSTRACT - THIS HANDBOOK IS TO ASSIST NEW AND INEXPERIENCED ADULT EDUCATORS TO ACQUIRE THE ESSENTIALS OF GOOD TEACHING AND WAS DEVELOPED

BY A SUCCESSFUL ADULT EDUCATOR IN BUSINESS EDUCATION. THE CONTENT OBJECTIVES ARE TO DEVELOP SKILLS IN ORGANIZING AND PRESENTING INSTRUCTIONAL MATERIAL, AS WELL AS THE PREPARATION AND USE OF TESTS AND EVALUATION OF THE RESULTS OF TEACHING. UNITS ARE: (1) THE LEARNING PROCESS, (2) GETTING READY TO TEACH, (3) LESSON PLANNING, (4) HOW TO TEACH, (5) HOW TO TEACH DISCUSSION CLASSES, (6) HOW TO CONDUCT A CONFERENCE DISCUSSION, (7) HOW TO CONDUCT A PANEL DISCUSSION, (8) HOW TO TEACH CLASSES WHERE MEMBERS LEARN BY DOING, (9) HOW TO USE ROLE PLAYING AND PRACTICE SALES DEMONSTRATIONS, (10) HOW TO IMPROVE YOUR TEACHING WITH VISUAL AIDS, AND (11) HOW TO USE TESTS. THE NEW TEACHER SHOULD BE COMPETENT IN THE BUSINESS SUBJECT-MATTER AREAS. (MM)

VT 007 186

WORKSHOP REPORT OF OVERVIEW OF THE INTENSIVE PROGRAM; A GUIDELINE FOR INSTITUTING PROGRAMS. BULLETIN 13.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION
OHIO STATE UNIV., COLUMBUS
PUR DATE - FEB68 40P.

DESCRIPTORS - *PROGRAM GUIDES; PROGRAM PLANNING; GRADE 11; GRADE 12; *VOCATIONAL EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *BUSINESS EDUCATION; EDUCATIONAL EQUIPMENT; EDUCATIONAL FACILITIES; CURRICULUM PLANNING

ABSTRACT - AN OVERVIEW OF THE OHIO INTENSIVE PROGRAM IN BUSINESS AND OFFICE EDUCATION IS PROVIDED TO SERVE AS A GUIDELINE FOR THOSE CONSIDERING INSTITUTING SUCH A PROGRAM AT THE HIGH SCHOOL LEVEL. THE INTENSIVE BUSINESS AND OFFICE EDUCATION PROGRAM (BOE) WAS DEVELOPED FOR STUDENTS NEEDING DEPTH TRAINING IN THE SKILLS AND RELATED AREAS OF OFFICE OCCUPATIONS. TRAINING IS IN A SIMULATED OFFICE SITUATION IN SCHOOL USING A THREE OR FOUR HOUR BLOCK SCHEDULE, WITH ACT WORK EXPERIENCE INVOLVED. THE QUESTION ANSWER APPROACH IS USED TO IMPART INFORMATION IN THE AREAS OF: (1) AN INTRODUCTION TO BOE IN THE STATE, (2) VOCATIONAL BUSINESS AND OFFICE EDUCATION IN THE LOCAL SCHOOL, (3) INITIATING THE BOE PROGRAM, (4) ORIENTATION OF THE BOE PROGRAM, (5) PROBLEMS IN INITIATING THE BOE PROGRAM, (6) QUALIFICATIONS OF TEACHERS, (7) DEVELOPMENT OF PROGRAM CONTENT, AND (8) EQUIPMENT AND FACILITIES. STEPS IN APPLYING FOR THE PROGRAM AND FORMS USED ARE INCLUDED IN THE APPENDIX. (MM)

VT 007 193

MUSSELMAN, VERNON A., AND OTHERS
OFFICE PRACTICE, CURRICULUM GUIDE.

KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT. DIV. OF BUSINESS AND OFFICE EDUCATION
STATE OFFICE BUILDING, STATE DEPARTMENT OF EDUCATION, DIVISION OF VOCATIONAL BUSINESS EDUCATION, FRANKFORT, KENTUCKY 40601 (SINGLE COPIES WITHOUT CHARGE).
PUR DATE - SEP66 113P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION;

*CURRICULUM GUIDES; OFFICE PRACTICE; OFFICE MACHINES; GRADE 11; GRADE 12; ADULT VOCATIONAL EDUCATION

ABSTRACT - THIS CURRICULUM GUIDE FOR VOCATIONAL BUSINESS TEACHERS WAS DEVELOPED IN A SUMMER WORKSHOP UNDER THE DIRECTION OF AN INDIVIDUAL AUTHOR TO PROVIDE A GENERAL GUIDE FOR COURSE PLANNING IN SENIOR HIGH SCHOOLS AND VOCATIONAL SCHOOLS. UNITS OF STUDY DESCRIBED INCLUDE: (1) FILING, (2) JOB APPLICATIONS, (3) MACHINES, (4) DATA PROCESSING, (5) DUPLICATING, (6) PAYROLL, (7) COMMUNICATIONS, (8) RECEPTIONIST, (9) PERSONALITY DEVELOPMENT, (10) HANDLING MAIL, AND (11) CASE PROBLEMS. GENERAL OBJECTIVES INCLUDE: (1) DEVELOPMENT OF SKILLS AND KNOWLEDGE IN GENERAL COURSES PREREQUISITE TO BUSINESS EDUCATION, IN SPECIFIC SUBJECT MATTER, SUCH AS MATHEMATICS AND BUSINESS ENGLISH, AND IN VOCATIONAL COMPETENCY, (2) FAMILIARIZATION WITH OFFICE ATMOSPHERE, GOOD OFFICE LAYOUT, AND THE IMPORTANCE OF ECONOMY AND EFFICIENCY IN OFFICE EMPLOYMENT, AND (3) DEVELOPMENT OF PERSONALITY TRAITS THAT WILL AID THE STUDENT IN UNDERSTANDING THE REQUIREMENTS OF EMPLOYMENT, STIMULATE HIS INITIATIVE, AND AID HIM IN ADAPTING TO A CHANGING WORLD. MINIMUM EQUIPMENT AND SAMPLE ROTATION PLANS FOR TEACHING THE UNITS OF STUDY ARE PROVIDED. THE TEACHER USING THIS MATERIAL NEEDS TRAINING IN BUSINESS AND BUSINESS EDUCATION FOR TEACHING HIGH SCHOOL JUNIORS AND SENIORS AND ADULTS. MATERIALS, SUPPLIES, AND REFERENCES ARE SUGGESTED WITH EACH UNIT. (MU)

VT 007 235

BUSINESS INFORMATION SYSTEMS; COURSE OUTLINE. TECHNICAL VOCATIONAL AND SEMI-PROFESSIONAL STUDIES

MIAMI-DADE JUNIOR COLLEGE, FLA. DEPT. OF BUSINESS INFORMATION SYSTEMS
PUB DATE - 68 77P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *INFORMATION SYSTEMS; *DATA PROCESSING OCCUPATIONS; POST SECONDARY EDUCATION; JUNIOR COLLEGES; BIBLIOGRAPHIES; ASSOCIATE DEGREES; INTERNSHIP PROGRAMS

ABSTRACT - THIS CURRICULUM GUIDE IS FOR USE IN PLANNING A 2-YEAR COURSE FOR POST-SECONDARY STUDENTS STUDYING BUSINESS INFORMATION SYSTEMS IN JUNIOR COLLEGES. THE GUIDE CONTAINS OUTLINES FOR EIGHT COURSES: (1) THEORY OF BUSINESS INFORMATION SYSTEMS, (2) DATA CAPTURE THEORY, (3) DATA CAPTURE EQUIPMENT, (4) MACHINE ACCOUNTING SYSTEMS AND PROCEDURES, (5) BASIC CALCULATOR FUNCTIONS, (6) SYSTEMS ANALYSIS AND DESIGN, (7) COMPUTERIZED BUSINESS PROBLEMS, AND (8) INTERNSHIP PROGRAM. EACH GUIDE CONTAINS AN INTRODUCTION, A TABLE OF CONTENTS, INSTRUCTIONAL OBJECTIVES, UNIT OUTLINES, SUGGESTIONS FOR TEACHING METHODS, STUDENT ACTIVITIES, INSTRUCTIONAL MATERIALS, STUDENT EVALUATION, AND A BIBLIOGRAPHY. A PROGRAM OUTLINE FOR A 2-YEAR ASSOCIATE IN SCIENCE DEGREE IN BUSINESS INFORMATION SYSTEMS IS INCLUDED. (CH)

VT 007 306

INTRODUCTION TO DATA PROCESSING FOR BUSINESS TEACHERS: A STUDY GUIDE.

VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. BUSINESS EDUCATION SERVICE
PUB DATE - ND 123P.

DESCRIPTORS - *BUSINESS EDUCATION; *DATA PROCESSING; *TELEvised INSTRUCTION; *SUPPLEMENTARY TEXTBOOKS; *INSERVICE TEACHER EDUCATION
IDENTIFIERS - VIRGINIA

ABSTRACT - THIS STUDY GUIDE WAS DEVELOPED FOR BUSINESS TEACHERS WHO ARE ENROLLED IN AN IN-SERVICE EDUCATIONAL TELEVISION (ETV) COURSE IN DATA PROCESSING. ITS MAJOR OBJECTIVE IS TO MAKE EACH OF THE 20 ETV TELECASTS MORE UNDERSTANDABLE AND USEFUL TO THE VIEWER. THE UNITS INCLUDE: (1) OVERVIEW OF DATA PROCESSING, (2) THE STEPS IN DATA PROCESSING, (3) SYSTEMS AND PROCEDURES FOR DATA PROCESSING, (4) FOUR BASIC METHODS OF HANDLING DATA, (5) THE PUNCHED CARD, PARTS 1 AND 2, (6) OVERVIEW OF UNIT RECORD EQUIPMENT, PARTS 1 AND 2, (7) UNIT RECORD JOB APPLICATIONS, (8) THE CARD PUNCH, (9) THE VERIFIER AND THE PROGRAM CARD, (10) THE SORTER, (11) WIRING UNIT RECORD EQUIPMENT, PARTS 1 AND 2, (12) THE REPRODUCER, (13) THE COLLATOR, (14) THE ACCOUNTING MACHINE, PARTS 1 AND 2, (15) COMPONENTS OF THE ELECTRONIC COMPUTER, PARTS 1 AND 2, (16) NUMBERING SYSTEMS, (17) THE CENTRAL PROCESSING UNIT, (18) ELECTRONIC COMPUTER JOB APPLICATION, PARTS 1 AND 2, (19) COMPUTER PROGRAMMING, PARTS 1 THROUGH 4, (20) TECHNOLOGICAL DEVELOPMENTS, AND (21) EMPLOYMENT OPPORTUNITIES IN DATA PROCESSING. ALSO INCLUDED ARE POST-VIEWING EXERCISES AND SOLUTIONS TO THE EXERCISES. THE APPENDIX CONTAINS A UNIT RECORD PROBLEM FOR COMPLETION AT SEMINAR SESSIONS. (MM)

VT 007 359

SPARKS, MAVIS C.
TRANSPARENCY MASTERS. AUTOMATION AND DATA PROCESSING.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUB DATE - MAR69 24P.

DESCRIPTORS - *BUSINESS EDUCATION; *DATA PROCESSING OCCUPATIONS; *TRANSPARENCIES; *AUDIO VISUAL AIDS; *DATA PROCESSING; COMPUTERS; SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - THIS BOOKLET IS FOR TEACHER USE IN MAKING OVERHEAD PROJECTOR TRANSPARENCIES FOR A COURSE IN AUTOMATION AND DATA PROCESSING IN HIGH SCHOOLS, AREA VOCATIONAL SCHOOLS AND COMMUNITY COLLEGES. THE 20 TRANSPARENCY MASTERS WERE DEVELOPED BY A SUBJECT MATTER SPECIALIST AT THE STATE LEVEL. TITLES ARE: (1) AUTOMATION, (2) AUTOMATION AND EMPLOYMENT--CHANGES IN PERCENT OF WORK DONE, (3) AUTOMATION AND EMPLOYMENT--GROWING OCCUPATIONS, (4) SIMPLE ANALOG COMPUTERS, (5) SIMPLE DIGITAL COMPUTERS, (6) TOOLS FOR SOLVING A PROBLEM, (7) INPUT MEDIA, (8) CARD PUNCH KEYBOARDS, (9) TYPES OF COMPUTER

STORAGE OR MEMORY, (10) PUNCHED CARD FIELDS OVERLAY, (11) PUNCHED BLOCK DIAGRAM OF THE OPERATIONS INVOLVED IN GETTING TO SCHOOL IN THE MORNING, (16) COMPUTER ARITHMETIC, (17) ADDITION IN BINARY, (18) SUBTRACTION IN BINARY, (19) MULTIPLICATION IN BINARY, AND (20) DIVISION IN BINARY. THE TEACHER SHOULD HAVE BUSINESS EDUCATION TRAINING WITH AN UNDERSTANDING OF DATA PROCESSING. SUPPLEMENTARY EQUIPMENT NEEDED WOULD INCLUDE A COPY MACHINE WHICH WILL MAKE TRANSPARENCIES FROM ORIGINALS AND AN OVERHEAD PROJECTOR. (MM)

VT 007 512

SPARKS, MAVIS C.
ENRICHMENT MATERIALS FOR OFFICE PRACTICE AND OFFICE MACHINES CLASSES. MATERIALS FOR BASIC INSTRUCTION AND ON-THE-JOB TRAINING CLINICS. SOURCE LIST.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUB DATE - JUN 68 65P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE PRACTICE; REFERENCE MATERIALS; *INSTRUCTIONAL MATERIALS; CATALOGS; SECONDARY GRADES; *BIBLIOGRAPHIES; ADULT VOCATIONAL EDUCATION; ACHIEVEMENT TESTS; AUDIOVISUAL AIDS

ABSTRACT - THIS DOCUMENT IS A SOURCE LIST FOR REFERENCE MATERIALS TO BE USED IN OFFICE PRACTICE AND OFFICE MACHINES CLASSES. INCLUDED ARE: (1) ADDRESSES OF PRODUCERS AND PUBLISHERS, (2) MATERIALS FOR STUDENT USE, (3) REFERENCES AND AIDS FOR THE TEACHER, AND (4) INDEX (TYPES OF MATERIALS LISTED). SOME OF THE 23 AREAS WHICH HAVE MATERIALS LISTED FOR STUDENT USE ARE: (1) BOOKKEEPING MACHINES, (2) CAREERS, (3) COMMUNICATIONS, (4) DATA PROCESSING, (5) DUPLICATING, (6) FILING, (7) HANDLING THE MAIL, (8) JOB APPLICATION, (9) MACHINE TRANSCRIPTION, (10) OFFICE MACHINES, (11) OFFICE SAFETY, (12) PERSONAL DEVELOPMENT, (13) PRINTING CALCULATORS, (14) PRODUCTION TYPEWRITING, AND (15) RECEPTIONIST AND MESSENGER DUTIES. THE AREAS OF REFERENCES AND AIDS FOR THE TEACHER INCLUDE (1) ADVANCED OFFICE PRACTICE AND OFFICE MANAGEMENT TEXTBOOKS, (2) BULLETIN BOARD IDEAS, (3) METHODS OF TEACHING AND OFFICE DIRECTION, (4) RESOURCE UNITS, (5) SOURCE LISTS, (6) TESTS, AND (7) TRANSPARENCIES AND OTHER VISUAL AND AUDIO VISUAL MATERIALS. (MM)

VT 007 692

IBEA HANDBOOK FOR TEACHERS OF OFFICE PROCEDURES.

ILLINOIS BUSINESS EDUCATION ASSOCIATION, CHICAGO
PUB DATE - 68 237P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *OFFICE PRACTICE; SECONDARY GRADES; ILLUSTRATIONS; TRANSPARENCIES; SUPERIOR STUDENTS; AVERAGE STUDENTS; SLOW LEARNERS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING COURSES FOR HIGH SCHOOL STUDENTS IN

OFFICE PROCEDURES (SECRETARIAL, CLERICAL OR OFFICE PRACTICE). IT WAS DEVELOPED AND TESTED IN THE CLASSROOM BY EXPERIENCED TEACHERS OF OFFICE EDUCATION. THE CONTENT OBJECTIVE IS TO PROVIDE ADEQUATE INFORMATION FOR CLASS PRESENTATION OF SELECTED UNITS WHICH USUALLY ARE NOT ADEQUATELY TREATED IN TEXTBOOKS AND UNITS ON NEW EQUIPMENT AND PROCEDURES. THE INTRODUCTORY UNIT GIVES AN OVERALL VIEW OF TWO PLANS FOR TEACHING OFFICE PROCEDURES COURSES. THE OTHER UNITS PRESENT SPECIFIC TOPICS, INCLUDING: (1) OFFICE SIMULATION, (2) DATA PROCESSING, (3) THE EXECUTIVE TYPEWRITER, (4) JOB ORIENTATION AND ADVANCEMENT, (5) MAILING UNIT, (6) THE OFFICE COPIER, (7) OFFICE ORGANIZATIONAL PATTERN, AND (8) OFFSET DUPLICATING. TO FACILITATE CLASSROOM USE, THE UNITS CONTAIN ACTIVITIES FOR LAUNCHING, DEVELOPING, AND CULMINATING THE UNIT. THESE ACTIVITIES ARE RATED FOR THREE LEVELS OF STUDENT ABILITY: A FOR THE FAST LEARNER, B FOR THE AVERAGE LEARNER, AND C FOR THE SLOW LEARNER. ILLUSTRATIONS MAY BE REPRODUCED AS OVERHEAD TRANSPARENCIES OR OTHER INSTRUCTIONAL MATERIALS. (CH)

VT 007 700

SPARKS, MAVIS C.
TRANSPARENCIES FOR BUSINESS CLASSES. SOURCE LIST.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUB DATE - JUL 68 14P.

DESCRIPTORS - *BUSINESS EDUCATION; *TRANSPARENCIES; *INSTRUCTIONAL MATERIALS; *CATALOGS; BOOKKEEPING; BUSINESS ENGLISH; DATA PROCESSING; GUIDANCE; OFFICE PRACTICE; STENOGRAPHY; TYPEWRITING

ABSTRACT - THIS DOCUMENT IS A SOURCE LIST FOR TRANSPARENCIES WHICH MAY BE USED IN BUSINESS CLASSES. THIS DOCUMENT LISTS PUBLISHERS, ADDRESSES OF PUBLISHERS, TITLES OF TRANSPARENCIES, PRICE AND AVAILABILITY OF TRANSPARENCIES IN THE SUBJECTS OF: (1) BOOKKEEPING, (2) BUSINESS ENGLISH, (3) DATA PROCESSING, (4) GENERAL BUSINESS, (5) GUIDANCE, (6) OFFICE PRACTICE, (7) SHORTHAND, AND (8) TYPEWRITING. TRANSPARENCIES SHOULD BE ORDERED DIRECTLY FROM THE PUBLISHER. PRICES LISTED ARE SUBJECT TO CHANGE. (MM)

VT 007 777

HOUGHTON, W.F., AND OTHERS
TRAINING FOR OFFICE SUPERVISION. A REPORT BY THE COMMERCIAL AND CLERICAL TRAINING COMMITTEE OF THE CENTRAL TRAINING COUNCIL.

MINISTRY OF LABOUR, LONDON (ENGLAND). CENTRAL TRAINING COUNCIL
SALES SECTION, BRITISH INFORMATION SERVICE, 845 THIRD AVENUE, NEW YORK, NEW YORK 10022 (\$.25).
PUB DATE - 68 36P.

DESCRIPTORS - *SUPERVISORY TRAINING; *CLERICAL WORKERS; PROGRAM DEVELOPMENT; CURRICULUM; *PROGRAM EVALUATION; *FOREIGN COUNTRIES; JOB ANALYSIS; RECORDS (FORMS) IDENTIFIERS - ENGLAND

ABSTRACT - IMPROVING THE QUALITY OF OFFICE SUPERVISION THROUGH THE ESTABLISHMENT OF A SYSTEMATIC AND RATIONAL TRAINING POLICY IS DISCUSSED. FOUR ESSENTIAL STAGES ARE GIVEN FOR THE DEVELOPMENT OF COMPANY TRAINING PROGRAMS: (1) DEFINE THE ROLE AND RESPONSIBILITIES OF THE SUPERVISOR, UTILIZING JOB ANALYSIS TECHNIQUES, (2) THE RESPONSIBLE MANAGER SHOULD IDENTIFY POINTS OF STRENGTH AND WEAKNESS IN THE SUPERVISOR'S PERFORMANCE AND PREPARE TRAINING SPECIFICATIONS, (3) THE COMPANY MUST DECIDE HOW THE VARIOUS TRAINING NEEDS CAN BE MET, WHICH INVOLVES THE DETERMINATION OF TRAINING METHODS AND PLANNING A PROGRAM, AND (4) IT IS ESSENTIAL TO EVALUATE THE TRAINING GIVEN TO SEE WHETHER THE SUPERVISOR'S PERFORMANCE HAS REACHED THE REQUIRED STANDARD. EXAMPLES OF A JOB SPECIFICATION SHEET, TRAINING APPRAISAL FORM, AND THE TWO COURSE OUTLINES ARE APPENDED. (CH)

VT 007 786

A GUIDE FOR TEACHING BOOKKEEPING IN COLORADO SCHOOLS.

COLORADO STATE DEPT. OF EDUCATION, DENVER, DIV. OF ELEMENTARY AND SECONDARY EDUCATION OFFICE OF INSTRUCTIONAL SERVICES, DIVISION OF ELEMENTARY AND SECONDARY EDUCATION, COLORADO STATE DEPARTMENT OF EDUCATION, DENVER, COLORADO 80203 (\$1.00).
PUB DATE - JAN68 48P.

DESCRIPTORS - *TEACHING GUIDES; *OFFICE OCCUPATIONS EDUCATION; *BOOKKEEPING; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; OCCUPATIONAL INFORMATION; INSTRUCTIONAL MATERIALS; PHYSICAL FACILITIES; EDUCATIONAL EQUIPMENT; STUDENT EVALUATION; ELECTRONIC DATA PROCESSING; EDUCATIONAL COUNSELING

ABSTRACT - DEVELOPED BY A PRODUCTION COMMITTEE APPOINTED BY THE STATE ADVISORY COMMITTEE ON BUSINESS EDUCATION, THIS GUIDE FOR USE IN PUBLIC SECONDARY SCHOOLS IS DESIGNED TO OFFER THE TEACHER SUGGESTIONS FOR ORGANIZATION, CONTENT, ACTIVITIES, AND STUDENT EVALUATION IN BOOKKEEPING. SECTION TITLES ARE: (1) PURPOSE, (2) OBJECTIVES, (3) WHO SHOULD SELECT BOOKKEEPING? (4) ESPECIALLY FOR NEW TEACHERS, (5) INDIVIDUAL DIFFERENCES, (6) PRACTICE SETS, (7) INCOME TAX, (8) DATA PROCESSING, (9) TESTING AND GRADING, (10) CLASSES IN BOOKKEEPING FOR ADULTS, (11) HOUSING AND EQUIPMENT, (12) RESOURCE MATERIALS, AND (13) BOOKKEEPING TEACHING PRACTICES TEST. APPENDICES INCLUDE A BOOKKEEPING CLASS APPLICATION FORM, GENERAL STUDY SUGGESTIONS FOR BOOKKEEPING AND ACCOUNTING, OCCUPATIONAL INFORMATION REGARDING THE FIELD OF BOOKKEEPING, AND A CHECK LIST FOR THE STUDY OF A BOOKKEEPING SYSTEM. (JK)

VT 007 813

ETTINGER, BLANCHE, AND OTHERS
EXPLORING BUSINESS OCCUPATIONAL INFORMATION.

DELTA PI EPSILON, BRONX COMMUNITY COLLEGE, 120 EAST 184TH STREET, NEW YORK, N.Y. 10468 (\$2.00).
PUB DATE - 68 96P.

DESCRIPTORS - *TEACHER GUIDES; OCCUPATIONAL GUIDANCE; *CAREER PLANNING; *OFFICE OCCUPATIONS EDUCATION; CLASSROOM GUIDANCE PROGRAMS; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; POST-SECONDARY EDUCATION; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS); GUIDELINES; BIBLIOGRAPHIES; *CLERICAL OCCUPATIONS

ABSTRACT - DEVELOPED BY A GROUP OF NEW YORK HIGH SCHOOL AND COLLEGE TEACHERS, THIS TEACHING GUIDE IS DESIGNED TO BE USED BY QUALIFIED BUSINESS EDUCATION TEACHERS IN AIDING HIGH-SCHOOL SENIORS OR POST-SECONDARY STUDENTS IN OCCUPATIONAL CHOICE. IT IS PARTICULARLY APPROPRIATE FOR OCCUPATIONAL USE IN SECRETARIAL AND OFFICE PRACTICE CLASSES. THE CONTENT PROVIDES GUIDELINES FOR DEVELOPING OCCUPATIONAL KNOWLEDGE AND FOR ASSESSING INDIVIDUAL ABILITIES. ANOTHER SECTION IS MADE UP OF SAMPLE LESSON PLANS, INCLUDING PROCEDURES, MATERIALS NEEDED FOR VARIOUS TYPES OF OFFICE WORK, TEACHING SUGGESTIONS, AND SUGGESTIONS FOR UTILIZING PRACTICAL AIDS SUCH AS LOCAL TELEPHONE DIRECTORIES AND CLASSIFIED NEWSPAPER HELP-WANTED ADVERTISEMENTS. A SHORT SKIT DESIGNED TO INTEREST STUDENTS IN STUDYING OCCUPATIONS IS INCLUDED. UTILIZATION OF CREATIVE, STUDENT-CENTERED PROJECTS AND PRACTICAL STUDENT PARTICIPATION IS EMPHASIZED. SUPPLEMENTARY MATERIALS INCLUDE A BIBLIOGRAPHY, A JOB GUIDE FOR CLERICAL WORKERS, SAMPLE APTITUDE TESTS, TABLES, SAMPLE FORMS AND LETTERS, AND A LISTING OF AUDIO-VISUAL AIDS. (AW)

VT 007 975

SUGGESTED CURRICULUM GUIDE FOR: SECRETARIAL.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX
PUB DATE - JUN68 122P.

DESCRIPTORS - *CURRICULUM GUIDES; *CURRICULUM PLANNING; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; BUSINESS EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *OFFICE PRACTICE

ABSTRACT - ONE OF A SERIES CONCERNED WITH AN OFFICE EDUCATION OCCUPATIONAL CLUSTER, THIS CURRICULUM GUIDE IS PRIMARILY FOR USE BY VOCATIONAL HIGH SCHOOL OR JUNIOR COLLEGE TEACHERS IN PLANNING COURSES AND LESSONS FOR A SECRETARIAL OFFICE PRACTICE BLOCK. DEVELOPED BY A STATE COMMITTEE OF TEACHERS AND SUPERVISORS, THE GUIDE IS BASED ON 360 CLASS HOURS PER SCHOOL YEAR. CONTENTS PROVIDE INFORMATION ON INTEGRATED PROJECTS, SIMULATED ACTIVITIES, AND MODEL OFFICE ACTIVITIES, AND INCLUDE SPECIAL SECTIONS DEALING WITH THE USE OF THE DICTATION-TRANSCRIPTION LABORATORY AND USE OF STUDENT PROFILES. MAJOR UNITS, EACH CONTAINING A STATEMENT OF OBJECTIVES, INFORMATION ON COURSE CONTENT, SUGGESTED CLASSROOM ACTIVITIES, RELATED MATERIALS, EVALUATION SUGGESTIONS, AND SPECIAL REFERENCE MATERIALS, COVER: (1) ORIENTATION, (2) SHORTHAND-TRANSCRIPTION, (3) TYPEWRITING, (4) INDEXING, FILING, AND RECORD KEEPING, (5) MACHINE TRANSCRIPTION, (6) DUPLICATION, (7) BUSINESS MACHINES, (8) INFORMATION SOURCES,

(9) COMMUNICATIONS, (10) FINANCIAL ACTIVITIES, (11) DATA PROCESSING, (12) TRANSPORTATION, AND (13) JOB APPLICATION AND INTERVIEW. THE TEACHER SHOULD BE A SUBJECT MATTER SPECIALIST WITH A BACHELOR'S DEGREE, AND STUDENTS SHOULD BE 16 TO 18 YEARS OLD, IN GRADES 10 TO 14, AND HAVE COMPLETED SEVERAL BUSINESS COURSES AS PREREQUISITES. OTHER DOCUMENTS IN THE SERIES ARE VT 007 976, VT 007 977, AND VT 007 978, ALL IN THIS ISSUE OF AIM. (AW)

VT 007 976

SUGGESTED CURRICULUM GUIDE FOR: CLERICAL.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION,
PHOENIX
PUB DATE - JUN68 84P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *CLERICAL OCCUPATIONS; *CURRICULUM PLANNING; *BUSINESS EDUCATION; SECONDARY SCHOOLS; POST SECONDARY EDUCATION

ABSTRACT - ONE OF A SERIES RELATING TO AN OFFICE EDUCATION OCCUPATIONAL CLUSTER, THIS CURRICULUM GUIDE IS INTENDED PRIMARILY FOR USE BY VOCATIONAL HIGH SCHOOL OR JUNIOR COLLEGE TEACHERS IN PLANNING COURSES AND LESSONS FOR A CLERICAL BLOCK. DEVELOPED BY A STATE COMMITTEE OF TEACHERS AND SUPERVISORS, THE GUIDE IS BASED ON 360 CLASS HOURS PER SCHOOL YEAR. MOST OF THE 15 UNITS OF INSTRUCTION CONTAIN A STATEMENT OF OBJECTIVES, SUGGESTED CONTENT, CLASSROOM ACTIVITIES, RELATED MATERIALS, AND EVALUATION SUGGESTIONS. STUDENT PROFILES FOR THE VARIOUS UNITS AND A SEPARATE STATEMENT ON INDIVIDUAL NEEDS AND SIMULATED PRACTICES ARE ALSO PROVIDED. UNIT TOPICS ARE: (1) ORIENTATION, (2) OFFICE MANAGEMENT, (3) OFFICE MATHEMATICS, (4) FINANCIAL ACTIVITIES, (5) ORAL AND WRITTEN COMMUNICATION, (6) OFFICE MACHINES, (7) RECORDS MANAGEMENT, (8) TRANSPORTATION, (9) MACHINE TRANSCRIPTION, (10) DATA PROCESSING, (11) TYPEWRITING PRODUCTION, (12) USING SOURCES OF INFORMATION, (13) DUPLICATING MACHINES, (14) JOB APPLICATION, AND (15) INDIVIDUAL NEEDS AND SIMULATED PRACTICES. THE COURSE TEACHER SHOULD BE A SUBJECT MATTER SPECIALIST IN OFFICE OCCUPATIONS WITH A BACHELOR'S DEGREE, AND STUDENTS SHOULD BE 16 TO 18 YEARS OLD, IN GRADES 10 TO 14, AND SHOULD HAVE COMPLETED SEVERAL BUSINESS COURSES AS PREREQUISITE TRAINING. OTHER DOCUMENTS IN THE SERIES ARE VT 007 975, VT 007 977, AND VT 007 978, ALL IN THIS ISSUE OF AIM. (AW)

VT 007 977

SUGGESTED CURRICULUM GUIDE FOR: COOPERATIVE OFFICE.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION,
PHOENIX
PUB DATE - JUN68 6CP.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *BUSINESS EDUCATION; *COOPERATIVE EDUCATION; *CURRICULUM PLANNING; SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - ONE OF A SERIES RELATING TO AN

OFFICE EDUCATION OCCUPATIONAL CLUSTER, THIS CURRICULUM GUIDE IS INTENDED PRIMARILY FOR USE BY VOCATIONAL HIGH SCHOOL OR JUNIOR COLLEGE TEACHERS IN PLANNING COURSES AND LESSONS IN COOPERATIVE OFFICE EDUCATION. DEVELOPED BY A STATE COMMITTEE OF TEACHERS AND SUPERVISORS, THE GUIDE IS BASED ON 180 HOURS OF CLASS TIME PLUS 450 HOURS OF ON-THE-JOB TRAINING. CONTENTS INCLUDE NINE INSTRUCTIONAL UNITS GIVING A STATEMENT OF OBJECTIVES, INFORMATION ON CONTENT, SUGGESTED CLASSROOM ACTIVITIES, RELATED MATERIALS, AND RECOMMENDED HOURS PER UNIT. SUGGESTED EVALUATIONS ARE ITEMIZED AND STUDENT PROFILES ARE GIVEN FOR THE UNIT TOPICS OF: (1) ORIENTATION, (2) PREPARATION FOR INTERVIEW AND APPLICATION, (3) HUMAN RELATIONS, (4) COMMUNICATIONS, (5) FINANCIAL RESPONSIBILITY, (6) FILING, (7) INTRODUCTION TO AUTOMATED DATA PROCESSING, (8) DEVELOPMENT OF CLERICAL SKILLS, AND (9) IN-SCHOOL INSTRUCTION RELATED TO JOB. THE COURSE INSTRUCTOR SHOULD BE A SUBJECT MATTER SPECIALIST IN OFFICE OCCUPATIONS WITH A BACHELOR'S DEGREE, AND STUDENTS SHOULD BE 16 TO 18 YEARS OLD, IN GRADES 10 TO 14, AND HAVE COMPLETED SEVERAL BUSINESS COURSES AS PREREQUISITE TRAINING. OTHER DOCUMENTS IN THE SERIES ARE VT 007 975, VT 007 976, AND VT 007 978, ALL IN THIS ISSUE OF AIM. (AW)

VT 007 978

SUGGESTED CURRICULUM GUIDE FOR: VOCATIONAL OFFICE PROCEDURES.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION,
PHOENIX
PUB DATE - JUN68 70P.

DESCRIPTORS - *CURRICULUM GUIDES; *CURRICULUM PLANNING; *OFFICE PRACTICE; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - ONE OF A SERIES CONCERNED WITH AN OFFICE EDUCATION OCCUPATIONAL CLUSTER, THIS CURRICULUM GUIDE IS PRIMARILY FOR USE BY VOCATIONAL HIGH SCHOOL OR JUNIOR COLLEGE TEACHERS IN PLANNING COURSES AND LESSONS IN VOCATIONAL OFFICE PROCEDURES. DEVELOPED BY A STATE COMMITTEE OF TEACHERS AND SUPERVISORS, THE GUIDE IS BASED ON 180 CLASS HOURS PER SCHOOL YEAR. UNITS OF INSTRUCTION CONTAINING INFORMATION ON CONTENT, SUGGESTED CLASSROOM ACTIVITIES, RELATED MATERIALS, EVALUATION SUGGESTIONS, STATEMENT OF OBJECTIVES, AND RECOMMENDED TIME ALLOTMENT FOR EACH UNIT COVER: (1) GENERAL ORIENTATION FOR AN OFFICE CAREER, (2) PERSONAL QUALITIES FOR AN OFFICE CAREER, (3) COMMUNICATIONS, (4) OFFICE EQUIPMENT, (5) FINANCIAL ACTIVITIES, (6) RECORDS MANAGEMENT, (7) TRANSPORTATION, (8) SUPPLIES, (9) USING SOURCES OF INFORMATION, (10) AUTOMATED DATA PROCESSING, AND (11) APPLYING FOR A JOB AND THE JOB INTERVIEW. SUPPLEMENTARY MATERIALS INCLUDE FILMS, PAMPHLETS, AND CHARTS. A SUBJECT MATTER SPECIALIST IN OFFICE OCCUPATIONS WITH A BACHELOR'S DEGREE SHOULD TEACH THE COURSE. STUDENTS SHOULD BE 16 TO 18 YEARS OLD, IN GRADES 10 TO 14, AND SHOULD HAVE TAKEN SEVERAL BUSINESS COURSES AS PREREQUISITE TRAINING. OTHER DOCUMENTS IN THE SERIES ARE VT 007 975, VT 007 976, AND VT 007 977, ALL

IN THIS ISSUE OF AIM. (AW)

VT 008 057

MANUAL FOR USES CLERICAL SKILLS TESTS.

MANPOWER ADMINISTRATION (DCL), WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(L7.25/3:C59, 3.40).
PUB DATE - MAR 68 59P.

DESCRIPTORS - *BUSINESS EDUCATION;
PERFORMANCE TESTS; *NATIONAL COMPETENCY
TESTS; STENOGRAPHY; *CLERICAL OCCUPATIONS;
SPELLING; SECONDARY GRADES; *RESOURCE
MATERIALS
IDENTIFIERS - *USES CLERICAL SKILLS TESTS

ABSTRACT - THIS DOCUMENT IS A MAJOR UPDATING AND MODERNIZATION OF THE U.S. EMPLOYMENT SERVICE PERFORMANCE PROFICIENCY TEST OF SKILLS FOR CLERICAL OCCUPATIONS RESULTING FROM RESEARCH DONE BY THE COOPERATIVE FEDERAL STATE TEST RESEARCH PROGRAM. THE CONTENT OF THE NEW TYPING TEST AND DICTATION TEST INCLUDED IN THIS MANUAL IS BASED UPON ACTUAL SAMPLES OF CURRENT CORRESPONDENCE TYPICAL OF THAT PREPARED BY CLERICAL WORKERS IN A VARIETY OF ORGANIZATIONS, INCLUDING MANUFACTURING, FINANCE, EDUCATION, TRADE, PROFESSIONAL SERVICES, TRANSPORTATION, INSURANCE, PUBLIC UTILITIES, AND GOVERNMENT. THE DICTATION TESTS ARE IN A NEW, EASILY SCORED TRUE-FALSE FORMAT. REVISED SPELLING TESTS AND NEW MEDICAL AND LEGAL SPELLING TESTS ARE ALSO INCLUDED. THE NORMS FOR EACH OF THE TESTS ARE BASED UPON REPRESENTATIVE NATIONAL SAMPLES OF WORKERS WHO ARE PRESENTLY EMPLOYED IN THE OCCUPATIONS IN WHICH THE SKILL BEING TESTED IS MOST SIGNIFICANT. (MM)

VT 008 070

NALL, C.K., AND OTHERS
A PROGRAMMED TEXT ON HOW TO TRAIN AN
EMPLOYEE .

KANSAS STATE TEACHERS COLL., EMPORIA
DEPARTMENT OF BUSINESS, KANSAS STATE TEACHERS
COLLEGE, CREMER HALL, EMPORIA, KANSAS 66801
(\$2.50).
PUB DATE - JUL 68 4CP.

DESCRIPTORS - *PROGRAMED TEXTS; *BUSINESS
EDUCATION; *SUPERVISORY TRAINING; *ADULT
VOCATIONAL EDUCATION; *TRAINING TECHNIQUES

ABSTRACT - THIS PROGRAMED TEXT IS FOR USE IN TRAINING CURRENT OR POTENTIAL SUPERVISORS FOR BASIC SUPERVISORY COMPETENCY. IT WAS DEVELOPED BY SECONDARY VOCATIONAL COORDINATOR-INSTRUCTORS AND TESTED WITH SECONDARY STUDENTS PRIOR TO PRINTING. INCLUDED ARE FOUR BASIC PRINCIPLES INVOLVED IN THE PROCESS OF LEARNING: (1) PREPARE THE LEARNER, (2) PRESENT THE MATERIAL TO BE TAUGHT, (3) APPLICATION AND PERFORMANCE, AND (4) TEST ON UNDERSTANDING AND ABILITY TO DO. CHAPTERS INCLUDED IN THIS PROGRAMED TEXT ARE: (1) PREPARING YOURSELF FOR TRAINING, (2) HOW TO TRAIN, (3) CASE STUDY, AND (4) APPLYING THE TECHNIQUE. THE MATERIALS ARE DESIGNED TO BE USED BY THE STUDENT TRAINEES AT THEIR OWN

RATE. EACH CHAPTER CONTAINS TEXTUAL INFORMATION AND IS FOLLOWED BY PROGRAMED QUESTIONS AND A SELF-TEST FOR REVIEW AT THE END OF EACH CHAPTER. (MM)

VT 008 130

BOYNTON, PAUL M., ED.
CONNECTICUT BUSINESS EDUCATION HANDBOOK.
BULLETIN NO. 43.

CONNECTICUT STATE DEPT. OF EDUCATION,
HARTFORD
PUB DATE - SEP 66 245P.

DESCRIPTORS - *BUSINESS EDUCATION; OFFICE
OCCUPATIONS EDUCATION; *STATE CURRICULUM
GUIDES; SECONDARY GRADES; SALESMANSHIP;
BIBLIOGRAPHIES; AUDIOVISUAL AIDS; CONSUMER
EDUCATION; TEACHING METHODS; ECONOMICS
IDENTIFIERS - CONNECTICUT

ABSTRACT - DEVELOPED BY THE STATE ADVISORY COMMITTEE ON BUSINESS EDUCATION AND BUSINESS TEACHERS WORKING ON 19 SUBJECT MATTER COMMITTEES IN THEIR RESPECTIVE FIELDS, THIS CURRICULUM GUIDE IS PRESENTED IN 19 CHAPTERS: (1) BOOKKEEPING I, (2) BOOKKEEPING II, (3) BUSINESS ARITHMETIC, (4) BUSINESS ENGLISH, (5) BUSINESS LAW, (6) CLERICAL PRACTICE I AND II, (7) CONSUMER EDUCATION, (8) DATA PROCESSING, (9) ECONOMIC GEOGRAPHY, (10) ECONOMICS, (11) GENERAL BUSINESS, (12) OFFICE MACHINES, (13) OFFICE PRACTICE, (14) PERSONAL TYPEWRITING, (15) SALESMANSHIP, (16) STENOGRAPHY I, (17) STENOGRAPHY II AND TRANSCRIPTION, (18) TYPEWRITING I, AND (19) TYPEWRITING II. EACH CHAPTER INCLUDES A CONTENT OUTLINE AS WELL AS SECTIONS RELATING TO SUCH MATTERS AS PLACEMENT IN THE CURRICULUM, COURSE DESCRIPTION, OBJECTIVES, TEACHING SUGGESTIONS, TESTING, STUDENT ACHIEVEMENT RECOGNITION, AND SUGGESTED INSTRUCTIONAL MATERIALS. PHOTOGRAPHS ILLUSTRATE THE TEXT. (JK)

VT 008 134

HARTZLER, F.E., AND OTHERS
PROGRAMMED TEXT ON ORIENTATION TO AN OFFICE
EDUCATION PROGRAM.

KANSAS STATE TEACHERS COLL., EMPORIA
KANSAS STATE BOARD FOR VOCATIONAL EDUCATION,
TOPEKA
KANSAS STATE TEACHERS COLLEGE, EMPORIA,
KANSAS 66801 (\$2.50).
PUB DATE - AD 35P.

DESCRIPTORS - *PROGRAMED TEXTS; *BUSINESS
EDUCATION; *OFFICE OCCUPATIONS EDUCATION;
SECONDARY GRADES; *PROGRAM DESCRIPTIONS

ABSTRACT - THE PROGRAMED TEXT IS DESIGNED TO AID HIGH SCHOOL STUDENTS IN ACQUIRING A BASIC UNDERSTANDING OF THE OFFICE EDUCATION PROGRAM. DEVELOPED UNDER DIRECTION OF A TEACHER-TRAINER, THE MANUAL PROVIDES A BRIEF EXPLANATION OF THE PROGRAM, INSTRUCTIONS TO THE STUDENT FOR USING THE TEXT, AND NINE SECTIONS SET UP IN A PROGRAMED QUESTION AND ANSWER FORMAT COVERING: (1) INTRODUCTION, (2) TERMINOLOGY, (3) ADVANTAGES OF THE PROGRAM, (4) OPERATION OF THE PROGRAM, (5) RELATED TRAINING, (6) REGULATIONS, (7) GROOMING, (8)

ON-THE-JOB RELATIONSHIPS, AND (9) SUMMARY. A BIBLIOGRAPHY IS INCLUDED, AND THE TEXT IS ILLUSTRATED WITH NUMEROUS LINE DRAWINGS. (AW)

VT 008 236

SPARKS, MAVIS C.
SIMULATED OFFICE PRACTICE. TEACHER'S GUIDE .

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUB DATE - 68 147P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *OFFICE PRACTICE; GRADE 11; GRADE 12; PROJECT TRAINING METHODS; SIMULATED ENVIRONMENT; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; BIBLIOGRAPHIES; STUDENT EVALUATION; GUIDELINES; TEACHING PROCEDURES; SIMULATION

ABSTRACT - THIS TEACHING GUIDE IS FOR USE IN PLANNING AND CONDUCTING A SIMULATED OFFICE PRACTICE COURSE FOR 11TH AND 12TH GRADE STUDENTS IN SECRETARIAL AND CLERICAL OCCUPATIONAL TRAINING. IT WAS DEVELOPED BY A SPECIALIST IN INSTRUCTIONAL MATERIALS WITH THE AID OF A BUSINESS EDUCATION TEACHER AND TESTED IN A PILOT PROGRAM DURING THE 1967-1968 SCHOOL YEAR. THE CONTENT OBJECTIVES ARE TO BRIDGE THE GAP BETWEEN THE CLASSROOM AND OFFICE EMPLOYMENT AND PROVIDE SIMULATED WORK EXPERIENCE FOR STUDENTS WHO DO NOT PARTICIPATE IN A COOPERATIVE OFFICE PRACTICE PROGRAM. THE DOCUMENT INCLUDES: (1) AN INTRODUCTION TO SIMULATION, (2) GUIDELINES FOR THE SIMULATED OFFICE PRACTICE PROGRAM AT THE SECONDARY LEVEL IN BUSINESS AND OFFICE EDUCATION, (3) MODELS OF SIMULATED OFFICE OPERATION, (4) PROCEDURE FOR ORGANIZING A SIMULATED CLASS, (5) EVALUATION OF THE COURSE AND STUDENTS, (6) LIST OF INSTRUCTIONAL MATERIALS, AND (7) SELECTED REFERENCES. THE TEACHER SHOULD BE A BUSINESS EDUCATION MAJOR AND HAVE BUSINESS EXPERIENCE. THE COURSE IS DESIGNED FOR EITHER 1 SEMESTER OR 1 YEAR. (MM)

VT 008 249

A SUGGESTED CURRICULUM GUIDE FOR TYPING AND RELATED OCCUPATIONS.

SOUTH-WESTERN PUBLISHING CO., CINCINNATI, OHIO
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DEPARTMENT OF BUSINESS EDUCATION, TURNER HALL, ILLINOIS STATE UNIVERSITY, NORMAL, ILLINOIS 61761 (\$5.50).
PLB DATE - 67 120P.

DESCRIPTORS - *BUSINESS EDUCATION; *TYPEWRITING; *CURRICULUM GUIDES; *OFFICE PRACTICE; SECONDARY GRADES; *OFFICE OCCUPATIONS; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS

ABSTRACT - THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A COURSE IN VOCATIONAL TYPING AND RELATED OCCUPATIONS FOR HIGH SCHOOL STUDENTS. IT WAS DEVELOPED AT THE NATIONAL LEVEL AND TESTED BY STATE SUPERVISORS IN VARIOUS STATES. THE CONTENT OBJECTIVES ARE TO TRAIN OFFICE PERSONNEL IN NEEDED COMPETENCIES. UNITS ARE: ABOUT THE

CURRICULA, GENERAL OFFICE EDUCATION UNITS, AND SPECIALIZED OCCUPATIONS AND UNITS OF INSTRUCTION. SOME OF THE CURRICULUM OUTLINES INCLUDED UNDER THESE UNITS ARE: (1) BOOKKEEPING, (2) BUSINESS BEHAVIOR AND PSYCHOLOGY, (3) BUSINESS LAW, (4) PRINCIPLES OF DATA PROCESSING, (5) RECORD KEEPING, (6) SKILL TYPING, AND (7) SPELLING AND VOCABULARY. ELEVEN SPECIALIZED OCCUPATIONS ARE PROVIDED WITH UNITS OF INSTRUCTION, SOME OF WHICH ARE: (1) TELEGRAPHIC-TYPEWRITER OPERATOR, (2) CLERK-TYPIST, (3) WIRES-TRANSFER CLERK, (4) SUPERVISOR, CLERICAL, AND (5) MANAGERS AND OFFICIALS. INCLUDED IN THE APPENDICES ARE (1) SUGGESTED STANDARDS OF ACHIEVEMENT, (2) SAMPLE SUGGESTED LESSON PLAN, (3) TYPICAL INSTRUCTIONAL MATERIALS, (4) GUIDANCE AND APTITUDE TESTS AVAILABLE, (5) SOURCES OF EDUCATIONAL MATERIALS, AND (6) TYPICAL FACILITIES LAYOUTS AND SUGGESTED EQUIPMENT. TEACHERS SHOULD BE CERTIFIED IN BUSINESS EDUCATION. (MM)

VT 008 307

KURTZ, MARGARET A.; PHILLIPS, HELEN L.
TECHNICAL TYPEWRITING.

ADDISON-WESLEY PUBLISHING CO., READING, MASS.
ADDISON-WESLEY PUBLISHING CO., READING, MASSACHUSETTS.
PUB DATE - 68 316P.

DESCRIPTORS - *STUDY GUIDES; *AUTOINSTRUCTIONAL AIDS; TEXTBOOKS; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *TYPEWRITING; TYPISTS; POST SECONDARY EDUCATION IDENTIFIERS - TECHNICAL TYPEWRITING

ABSTRACT - PREPARED BY JUNIOR COLLEGE PERSONNEL, THIS SELF-INSTRUCTIONAL TEXT IS DESIGNED TO TRAIN POST-SECONDARY SCHOOL STUDENTS TO EFFICIENTLY AND ACCURATELY PRODUCE TYPEWRITTEN MATERIAL IN THE MAJOR FIELDS OF SCIENTIFIC RESEARCH AND DEVELOPMENT. EIGHT UNITS, EACH CONTAINING 10 LESSONS, COVER: (1) GUIDES TO MATHEMATICAL TYPING, (2) THE GREEK ALPHABET; MATHEMATICAL SYMBOLS; CHEMICAL EQUATIONS AND FORMULAS, (3) FORMAT OF THE TECHNICAL REPORT, (4) PROOFREADERS' MARKS, (5) MANUSCRIPT TYPING, (6) COMMUNICATIONS, (7) TABLES, GRAPHS, AND CHARTS, AND (8) STANDARD FORMS. EACH UNIT CONTAINS: (1) TWO TIMED WRITINGS DESIGNED TO ACQUAINT STUDENTS WITH TECHNICAL TERMINOLOGY, (2) DESCRIPTION OF PROCEDURES, (3) EXAMPLES OR MODELS OF WAYS TO TYPE, (4) TYPING INSTRUCTIONS, (5) PRACTICE EXERCISES, AND (6) JOBS. A NUMBER OF SPECIAL PROJECTS ARE ALSO INTERSPERSED THROUGHOUT THE TEXT. ALTHOUGH DESIGNED AS A FULL YEAR COURSE, THE TEXT MAY BE ADAPTED TO ONE SEMESTER. AN INSTRUCTOR'S MANUAL, ANSWER KEY, AND STATIONERY AND FORMS MAY ALSO BE OBTAINED FROM THE SOURCE OF AVAILABILITY CITED FOR THIS DOCUMENT. (AW)

VT 008 374

BINGHAM, V.N.
A TRAINING OFFICER'S GUIDE TO COMMERCIAL APPRENTICESHIP. BACIE TRAINING MANUAL NO. 3.

BRITISH ASSOCIATION FOR COMMERCIAL AND INDUSTRIAL EDUCATION, LONDON (ENGLAND)
BRITISH ASSOCIATION FOR COMMERCIAL AND

BLS ED

INDUSTRIAL EDUCATION, 26A BUCKINGHAM PALACE
ROAD, LONDON, S.W. 1, ENGLAND.
PUB DATE - FEB 68 38P.

DESCRIPTORS - *BUSINESS EDUCATION;
*APPRENTICESHIPS; TEACHING GUIDES; *PROGRAM
GUIDES; *FOREIGN COUNTRIES; *EDUCATIONAL
PROGRAMS; ADULT VOCATIONAL EDUCATION;
BIBLIOGRAPHIES
IDENTIFIERS - ENGLAND

ABSTRACT - RESOURCE MATERIAL IS PRESENTED FOR
COMMERCIAL APPRENTICESHIPS, ONE OF THE KEY
AREAS OF VOCATIONAL TRAINING IN ENGLAND.
FOLLOWING A REVIEW OF THE HISTORICAL
DEVELOPMENT OF COMMERCIAL APPRENTICESHIPS AN
ANALYSIS OF COMPANY NEEDS FOR GENERAL AND
SPECIFIC PROFESSIONAL SKILLS IS DISCUSSED,
INCLUDING: (1) THE COMPANY PROFILE, (2)
MANPOWER PLANNING, (3) ASSESSMENT OF
RESOURCES, (4) COMPANY STRUCTURE, AND (5)
REVISION AND UPDATING. COMMERCIAL
APPRENTICESHIP PROGRAMS ARE OF TWO TYPES:
COMMERCIAL APPRENTICESHIPS FOR THE 16 YEAR
OLD ENTRANT, AND STUDENT APPRENTICESHIPS FOR
THE 18 YEAR OLD ENTRANT. THE MINIMUM
QUALIFICATIONS AND ORGANIZATIONAL SCHEME ARE
PRESENTED FOR THESE TWO PROGRAMS. THREE MAIN
RESPONSIBILITIES OF THE TRAINING OFFICER ARE:
TO ARRANGE WITH A COLLEGE OR UNIVERSITY FOR A
SUITABLE PROGRAM OF FURTHER EDUCATION, TO
PLAN AND CONTROL THE WORK AND OFFICE TRAINING
OF THE APPRENTICE, AND TO INSURE SUFFICIENT
CORRELATION BETWEEN THE PROGRAM AND
INDIVIDUAL ABILITY. ALSO DISCUSSED ARE A
VARIETY OF CERTIFICATED COMMERCIAL PROGRAMS.
A BIBLIOGRAPHY IS APPENDED. (CH)

VT 008 482
HUMAN RELATIONS FOR SECRETARIES. ADULT COURSE
OUTLINE. BULLETIN NO. 132.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$3.35).
PUB DATE - 63 30P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS
EDUCATION; *SECRETARIES; *HUMAN RELATIONS;
*ADULT VOCATIONAL EDUCATION
IDENTIFIERS - NEW YORK

ABSTRACT - THIS COURSE OUTLINE IS FOR TEACHER
USE IN CONDUCTING AN ADULT EDUCATION COURSE
IN SECRETARIAL TRAINING FOR USE IN ADULT
EVENING SCHOOL. IT WAS DEVELOPED BY A
COMMITTEE OF FIELD PRACTITIONERS AT THE STATE
LEVEL. THE CONTENT OBJECTIVES ARE TO ACQUAINT
THE SECRETARY WITH THE FUNDAMENTAL PRINCIPLES
OF HUMAN RELATIONS, THEIR IMPORTANCE TO THE
SECRETARY, BOTH PERSONALLY AND
PROFESSIONALLY, AND TO MAKE THE SECRETARY
AWARE OF THE INCREASING NEED FOR A KNOWLEDGE
OF AND AN ABILITY TO PRACTICE GOOD HUMAN
RELATIONS. THE SESSIONS CONSIST OF: (1)
FUNDAMENTAL PRINCIPLES OF HUMAN RELATIONS,
(2) COMMUNICATION, (3) SUPERVISION, (4)
OFFICE ETIQUETTE AND CUSTOMS, (5) PERSONAL
AND COMMUNITY INTERESTS, AND (6) PERSONALITY
DEVELOPMENT. INCLUDED IN THE APPENDICES ARE:
(1) BIBLIOGRAPHY, (2) TIPS FOR INSTRUCTORS,
(3) POINTERS FOR DISCUSSION LEADERS, (4)

43

SUGGESTED LEADERS, AND (5) SAMPLE EXAMINATION
QUESTIONS. THE COURSE IS FOR A MINIMUM OF SIX
TWO-HOUR SESSIONS AND MAY BE TAUGHT BY A
DIRECTOR OF PERSONNEL, A CERTIFIED
PROFESSIONAL SECRETARY, A BUSINESS EDUCATION
TEACHER, AN OFFICE SUPERVISOR, OR A PROFESSOR
OF BUSINESS ADMINISTRATION. THE OUTLINE IS
DESIGNED TO BE CONDUCTED WITH A VIEW TO GROUP
PARTICIPATION AND DISCUSSION RATHER THAN TO
LECTURES. STUDENTS SHOULD BE BEGINNING
SECRETARIES WITH BASIC SKILLS. (MM)

VT 008 585
TRAINING RECOMMENDATIONS: CLERICAL AND
COMMERCIAL OCCUPATIONS.

CARPET INDUSTRY TRAINING BOARD, WILMSLOW
CHESHIRE (ENGLAND)
PUB DATE - JUN 68 24P.

DESCRIPTORS - *PROGRAM GUIDES; *OFFICE
OCCUPATIONS EDUCATION; *CARPETING;
*MANUFACTURING INDUSTRY; *CLERICAL WORKERS;
ADULT VOCATIONAL EDUCATION; CLERICAL
OCCUPATIONS; INDUSTRIAL TRAINING; EDUCATIONAL
NEEDS; ADMINISTRATIVE POLICY; BUSINESS
EDUCATION

ABSTRACT - THE PURPOSE OF THIS MANUAL IS TO
ASSIST SUPERVISORS AND MANAGERS IN THE
TRAINING OF CLERICAL PERSONNEL IN THE CARPET
INDUSTRY. IT WAS DEVELOPED BY THE CARPET
INDUSTRY TRAINING BOARD OF WILMSLOW CHESHIRE,
ENGLAND. SOME ASPECTS OF THE PROGRAM COVERED
IN THE MANUAL ARE THE SCOPE OF TRAINING, THE
RESPONSIBILITY FOR TRAINING, ASSESSMENT OF
TRAINING NEEDS, SELECTION AND TRAINING OF
INSTRUCTORS, PHASES OF THE TRAINING PROGRAM,
RECRUITMENT, AND RECORD-KEEPING. ALSO
INCLUDED ARE LISTS OF CLERICAL AND
SECRETARIAL OCCUPATIONS IN THE CARPET
INDUSTRY, JOB DESCRIPTIONS, TRAINING PLANS, A
SYLLABUS FOR BASIC TRAINING OF YOUNG OFFICE
WORKERS, AND VARIOUS SAMPLE FORMS. (AW)

VT 008 706
SUGGESTIONS FOR DEVELOPING A PROMOTION
HANDBOOK FOR BUSINESS AND DISTRIBUTIVE
EDUCATION. BULLETIN NO. 158.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUB DATE - APR 64 26P.

DESCRIPTORS - *BUSINESS EDUCATION; *PUBLIC
RELATIONS; *PROGRAM DESCRIPTIONS;
*INFORMATION DISSEMINATION; *ORIENTATION
MATERIALS; COMMUNICATION (THOUGHT TRANSFER)

ABSTRACT - THIS DOCUMENT OUTLINES THE STEPS
FOR PRODUCING A BUSINESS DEPARTMENT BROCHURE
FOR A LOCAL HIGH SCHOOL. THE PURPOSES OF THE
BROCHURE ARE TO INFORM STUDENTS OF THE
DIVERSIFIED OFFERINGS OF THE BUSINESS
DEPARTMENT, PROVIDE GUIDANCE COUNSELORS WITH
INFORMATION THAT WILL HELP THEM IN BETTER
UNDERSTANDING THE PURPOSES OF THE BUSINESS
COURSES, AND ANSWER QUESTIONS RAISED BY THE
BUSINESSMEN, PROSPECTIVE EMPLOYERS AND OTHER
PERSONNEL PEOPLE. AN ILLUSTRATED SAMPLE
BOOKLET THAT WAS PREPARED BY HIGH SCHOOL
TEACHERS IS INCLUDED IN THIS DOCUMENT. (MM)

VT 008 823

STANDARD TYPEWRITER KEYBOARD; TEN-KEY ADDING MACHINE KEYBOARD ARRANGEMENTS AND TRANSPARENCIES ON SHORTHAND PAD (TRANSPARENCY MASTERS).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER
SOUTH CAROLINA STATE DEPT. OF EDUCATION,
OFFICE OF VOCATIONAL EDUCATION
STATE SUPERVISOR OF BUSINESS EDUCATION,
RUTLEDGE BUILDING, OFFICE OF VOCATIONAL
EDUCATION, STATE DEPARTMENT OF EDUCATION,
COLUMBIA, SOUTH CAROLINA 29201 (ONE PER STATE
SUPERVISOR OF BUSINESS AND OFFICE EDUCATION).
PUB DATE - 68 4P.

DESCRIPTORS - *TRANSPARENCIES; *BUSINESS
EDUCATION; *OFFICE OCCUPATIONS; *OFFICE
MACHINES; *STENOGRAPHY; SECONDARY GRADES;
INSTRUCTIONAL AIDS

ABSTRACT - OFFICE OCCUPATIONS TEACHERS MAY
USE INSTRUCTIONAL AIDS PRODUCED FROM THESE
TRANSPARENCY MASTERS TO TEACH FINGERING ON
TYPEWRITERS AND ADDING MACHINES AND GIVE
INSTRUCTIONS IN SHORTHAND TO HIGH SCHOOL
CLASSES. THE THREE TRANSPARENCIES ARE A BLANK
SHORTHAND PAD, A STANDARD TYPEWRITER KEYBOARD
ARRANGEMENT, AND THE TEN-KEY ADDING MACHINE
KEYBOARD ARRANGEMENT. (DM)

VT 008 839

GUIDE SYLLABUS FOR THE TRAINING OF
ADMINISTRATIVE AND COMMERCIAL TRAINEES.

IRON AND STEEL INDUSTRY TRAINING BOARD,
LONDON (ENGLAND)
PUB DATE - MAY68 14P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS
ADMINISTRATION; *OFFICE OCCUPATIONS;
ADMINISTRATIVE PERSONNEL; *INDUSTRIAL
PERSONNEL; ADULT VOCATIONAL EDUCATION;
*SUPERVISORY TRAINING
IDENTIFIERS - ENGLAND

ABSTRACT - THIS SYLLABUS IS INTENDED TO AID
IN DESIGNING TRAINING PROGRAMS FOR
ADMINISTRATIVE PERSONNEL IN THE IRON AND
STEEL INDUSTRY. PREPARED BY THE IRON AND
STEEL INDUSTRY TRAINING BOARD, THE
RECOMMENDATIONS PRESENT A COMPREHENSIVE
COURSE OF PRACTICAL TRAINING PRIMARILY
DESIGNED TO ACQUAINT TRAINEES WITH THE
INTERRELATIONSHIPS OF ADMINISTRATION,
SYSTEMS, AND SPECIFIC JOB KNOWLEDGE. THE
CONTENT BRIEFLY SUMMARIZES THE MAIN
PRINCIPLES AND SUBJECT AREAS TO BE COVERED,
AND GIVES THE SUGGESTED TRAINING AND WORKING
TIME TO BE SPENT ON EACH. AREAS COVERED
INCLUDE: (1) ADMINISTRATIVE DUTIES AND
RESPONSIBILITIES, (2) PURCHASING, (3)
PLANNING, PROGRESS, AND CONTROL, (4)
DISTRIBUTION, SHIPPING, AND TRANSPORT, (5)
ACCOUNTING AND COSTING, (6) HOME AND EXPORT
SALES, AND (7) FINANCE. THE 2-YEAR PROGRAM IS
A SUPPLEMENT TO VT 008 840 (IN THIS ISSUE).
(AW)

VT 008 840

RECOMMENDATIONS ON COMMERCIAL AND CLERICAL
TRAINING.

IRON AND STEEL INDUSTRY TRAINING BOARD,
LONDON (ENGLAND)
PUB DATE - 67 9P.

DESCRIPTORS - *PROGRAM DESCRIPTIONS;
*BUSINESS EDUCATION; *OFFICE OCCUPATIONS;
INDUSTRIAL PERSONNEL; ON THE JOB TRAINING;
ADULT VOCATIONAL EDUCATION; OCCUPATIONAL
INFORMATION
IDENTIFIERS - ENGLAND

ABSTRACT - PREPARED BY THE IRON AND STEEL
INDUSTRY TRAINING BOARD, THIS BULLETIN
AUGMENTS EARLIER TRAINING RECOMMENDATIONS FOR
COMMERCIAL AND CLERICAL EMPLOYEES IN THE
INDUSTRY. THE BOOKLET CONTAINS OBJECTIVES, A
DEFINITION OF EACH LEVEL OF TRAINEE POSITION,
AND ELEMENTS CONSIDERED NECESSARY FOR AN
EFFECTIVE TRAINING PROGRAM. TRAINEE POSITIONS
DESCRIBED ARE: (1) CLERICAL, (2) SECRETARIES,
TYPISTS, AND OFFICE MACHINE OPERATORS, (3)
COMMERCIAL AND ADMINISTRATIVE, AND (4)
GRADUATE. BRIEF DESCRIPTIVE INFORMATION ON
INDUCTION TRAINING, PRACTICAL TRAINING, AND
FURTHER EDUCATION FOR ALL LEVELS IS GIVEN. A
RELATED DOCUMENT IS VT 008 839 (IN THIS
ISSUE). (AW)

VT 008 910

BOOKKEEPER II.

STANISLAUS COUNTY MULTI-OCCUPATIONAL ADULT
TRAINING PROJECT, MODESTO, CALIF.
MODESTO JUNIOR COLLEGE, COLLEGE AVENUE,
MODESTO, CALIFORNIA 95350.
PUB DATE - ND 12P.

DESCRIPTORS - *PROGRAM DESCRIPTIONS; PROGRAM
DEVELOPMENT; PROGRAM EVALUATION;
*BOOKKEEPING; *ADULT VOCATIONAL EDUCATION;
*BUSINESS EDUCATION; VOCATIONAL FOLLOWUP;
CURRICULUM GUIDES; PROGRAM GUIDES
IDENTIFIERS - *BOOKKEEPERS; STANISLAUS
COUNTY; MULTI-OCCUPATIONAL ADULT RETRAINING
PROJECT; MODESTO; CALIFORNIA

ABSTRACT - TO PREPARE ADULT TRAINEES FOR
EMPLOYMENT AS BOOKKEEPERS, THIS PROGRAM WAS
DEVELOPED BY THE SUPERVISOR OF THE MODESTO
JUNIOR COLLEGE BUSINESS TRAINING SECTION AND
MODIFIED AND ENLARGED TO MEET THE NEEDS AND
CAPABILITIES OF THE STUDENTS. INCLUDED IN THE
840-HOUR COURSE WERE TWO FIELD TRIPS AND 1 TO
4 WEEKS OF COOPERATIVE WORK EXPERIENCE. THE
CURRICULUM WAS DESIGNED TO DEVELOP THE
TRAINEES' KNOWLEDGE OF: (1) BOOKKEEPING
THEORY AND PRACTICE, (2) BOOKKEEPING MACHINES
AND PRACTICE, (3) BUSINESS MATHEMATICS,
ENGLISH, AND PRACTICE, AND (4) OFFICE
TRAINING AND PERSONAL DEVELOPMENT. THE
TEACHER WAS A BUSINESS MAJOR WITH 14 YEARS
TEACHING EXPERIENCE, INCLUDING 4 YEARS IN AN
ADMINISTRATIVE CAPACITY. HIS BUSINESS
EXPERIENCE INCLUDED WORK IN ACCOUNTING,
PAYROLL, AND RETAIL SALES. THE CLASS WAS MADE
UP OF 18 PREVIOUSLY UNEMPLOYED OR
UNDEREMPLOYED TRAINEES RANGING IN AGE FROM 20
TO 45, WITH AN AVERAGE AGE OF 33.5 YEARS AND
AN AVERAGE EDUCATION OF 11 YEARS. ADMISSION
STANDARDS WERE ESTABLISHED BY THE DEPARTMENT
OF EMPLOYMENT AND THE COLLEGE, AND
BOOKKEEPING APTITUDE OF THE TRAINEES WAS
DETERMINED THROUGH A PROGRAM OF TESTING.

WHICH INCLUDED THE GENERAL APTITUDE TEST BATTERY, AND PERSONAL EVALUATION BY A COUNSELOR. A FOLLOWUP SURVEY FOUND 10 OF THE 18 TRAINEES EMPLOYED. (AW)

VT 008 913

WILLIS, JOSEPHINE C.
COORDINATOR'S HANDBOOK, COOPERATIVE OFFICE EDUCATION. BULLETIN NO. 1143.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE. VOCATIONAL BUSINESS AND OFFICE EDUCATION SECTION
LOUISIANA STATE DEPARTMENT OF EDUCATION, POST OFFICE BOX 44064, BATON ROUGE, LOUISIANA 70804.
PUB DATE - 69 12CP.

DESCRIPTORS - *PROGRAM GUIDES; *OFFICE OCCUPATIONS EDUCATION; TEACHING GUIDES; GRADE 12; *OFFICE OCCUPATIONS; *COOPERATIVE EDUCATION; COOPERATIVE PROGRAMS; PROGRAM COORDINATION; INSTRUCTOR COORDINATORS; TRANSPARENCIES; RECORDS (FORMS); PROGRAM ADMINISTRATION

ABSTRACT - THIS HANDBOOK IS FOR TEACHER USE IN ORGANIZING AND PROMOTING A COOPERATIVE OFFICE EDUCATION PROGRAM. THE GENERAL CONTENT OBJECTIVES ARE: (1) TO PROVIDE A REALISTIC METHOD FOR EXPANDING AND IMPROVING THE INSTRUCTIONAL PROGRAM, (2) TO PROVIDE REALISTIC EXPLORATORY OCCUPATIONAL OPPORTUNITIES, (3) TO DEVELOP A PRACTICAL UNDERSTANDING OF OUR COMPETITIVE ECONOMIC SYSTEM, AND (4) TO FACILITATE THE STUDENTS' TRANSITION FROM SCHOOL TO WORK. THE TEACHER SHOULD BE A CERTIFIED TEACHER COORDINATOR. STUDENTS SHOULD BE HIGH SCHOOL SENIORS WHO ARE PREPARING FOR EMPLOYMENT IN OFFICE OCCUPATIONS. THE DOCUMENT IS ILLUSTRATED WITH CHARTS AND DRAWINGS SUITABLE FOR REPRODUCTION AS TRANSPARENCIES AND CONTAINS EXAMPLES OF FORMS PERTINENT TO THE OPERATION OF A COOPERATIVE OFFICE EDUCATION PROGRAM. (CH)

VT 008 923

BURGHARDT, PAUL G.
COOPERATIVE OFFICE EDUCATION.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 10 SEMINARY PLACE, NEW BRUNSWICK, NEW JERSEY 08903 (\$2.00).
PUB DATE - SEP69 119P.

DESCRIPTORS - *PROGRAM GUIDES; *BUSINESS EDUCATION; *PROGRAM PLANNING; *OFFICE OCCUPATIONS EDUCATION; PROGRAM DESCRIPTIONS; *COOPERATIVE EDUCATION; OFFICE OCCUPATIONS; SECONDARY GRADES; PROGRAM DEVELOPMENT; TEACHING PROCEDURES

ABSTRACT - DEVELOPED BY TEACHERS, SUPERVISORS, AND TEACHER ADMINISTRATORS, THIS GUIDE IS FOR USE BY TEACHER-COORDINATORS IN PLANNING AND IMPLEMENTING A COOPERATIVE OFFICE EDUCATION PROGRAM AT THE HIGH SCHOOL LEVEL. THE PROGRAM HAS PRIMARY OBJECTIVES OF AIDING STUDENTS IN MAKING OCCUPATIONAL CHOICES BY EXPOSING THEM TO A NUMBER OF EMPLOYMENT SITUATIONS AND PREPARING STUDENTS

EDUCATIONALLY FOR ENTRY AND CONTINUED EMPLOYMENT IN THE OCCUPATIONAL FIELDS OF THEIR CHOICE. THE CONTENTS COVER: (1) INITIAL PROGRAM PLANNING, INCLUDING ASSESSMENT OF STUDENT AND COMMUNITY INTEREST, (2) ORGANIZATION AND DEVELOPMENT OF THE PROGRAM, WHICH INCLUDES TEACHER-COORDINATOR AND ADVISORY COMMITTEE SELECTION AND STUDENT RECRUITMENT, (3) ACQUAINTING PARENTS OF PARTICIPATING STUDENTS WITH THE PROGRAM, (4) PUBLIC RELATIONS, (5) THE GUIDANCE DEPARTMENT'S ROLE IN THE PROGRAM, (6) LEGAL ASPECTS OF THE PROGRAM, (7) RELATED COURSES AND INDIVIDUAL STUDY PROGRAMS AVAILABLE, (8) RESPONSIBILITIES OF TEACHER-COORDINATOR, STUDENT, AND EMPLOYER, AND (9) STUDENT FOLLOW-UP. SUPPLEMENTARY MATERIALS APPENDED ARE A SELECTION OF SAMPLE FORMS, APPLICATIONS, AND RECORDS, AND A SECTION OF PHOTOGRAPHS DRAMATIZING JOB OPPORTUNITIES AVAILABLE THROUGH THE PROGRAM. (AW)

VT 008 937

WRITING POSITIONS (TRANSPARENCY MASTERS).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION
STATE SUPERVISOR OF BUSINESS EDUCATION, RUTLEDGE BUILDING, OFFICE OF VOCATIONAL EDUCATION, STATE DEPARTMENT OF EDUCATION, COLUMBIA, SOUTH CAROLINA 29201.
PUB DATE - MAR69 10P.

DESCRIPTORS - *TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *STENOGRAPHY; SECONDARY GRADES; INSTRUCTIONAL AIDS; HUMAN POSTURE; WRITING

ABSTRACT - TEACHERS OF OFFICE OCCUPATIONS MAY USE INSTRUCTIONAL AIDS PRODUCED FROM THESE TRANSPARENCY MASTERS IN TEACHING SECRETARIAL TRAINING TO HIGH SCHOOL CLASSES. SLIDES PRESENT ILLUSTRATIONS OF THE VARIOUS POSITIONS IN WHICH SECRETARIES MAY BE CALLED TO TAKE DICTATION: (1) WITH THE NOTEBOOK ON THE EDGE OF THE DICTATOR'S DESK, (2) WITH THE NOTEBOOK ON THE SECRETARY'S KNEE, (3) WHILE STANDING, (4) WHILE WALKING, (5) IN A CONFERENCE ROOM TAKING A MEMO, AND (6) OVER THE TELEPHONE. A SCRIPT ACCOMPANIES THE DOCUMENT. (DM)

VT 008 939

BRIEF FORMS (TRANSPARENCY MASTERS).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION
STATE SUPERVISOR OF BUSINESS EDUCATION, RUTLEDGE BUILDING, OFFICE OF VOCATIONAL EDUCATION, STATE DEPARTMENT OF EDUCATION, COLUMBIA, SOUTH CAROLINA 29201.
PUB DATE - MAR69 27P.

DESCRIPTORS - *TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *STENOGRAPHY; *STENOGRAPHERS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - OFFICE OCCUPATIONS TEACHERS MAY

USE INSTRUCTIONAL AIDS PRODUCED FROM THESE TRANSPARENCY MASTERS IN TEACHING SHORTHAND PROFICIENCY TO HIGH SCHOOL STUDENTS. THE 19 MASTERS AND ACCOMPANYING NARRATIVE SCRIPT ILLUSTRATE BRIEF FORMS, DERIVATIVES AND PHRASES OF WORDS FOR SHORTHAND PRACTICE. (DM)

VT 008 940
DIFFICULT WORDS (TRANSPARENCY MASTERS).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION
STATE SUPERVISOR OF BUSINESS EDUCATION, RUTLEDGE BUILDING, OFFICE OF VOCATIONAL EDUCATION, STATE DEPARTMENT OF EDUCATION, COLUMBIA, SOUTH CAROLINA 29201.
PUB DATE - MAR69 17P.

DESCRIPTORS - *TRANSPARENCIES; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *STENOGRAPHERS; *STENOGRAPHY; WORD LISTS; INSTRUCTIONAL AIDS; SECONDARY GRADES

ABSTRACT - DEVELOPED BY TEACHERS OF OFFICE OCCUPATIONS FOR TEACHING SHORTHAND TO HIGH SCHOOL CLASSES, THESE TRANSPARENCY MASTERS MAY BE USED IN PRODUCING INSTRUCTIONAL AIDS. THE 11 SLIDES ILLUSTRATE 94 DIFFICULT WORDS FOR STUDENTS TO PRACTICE. (DM)

VT 008 941
PUNCTUATION RULES (TRANSPARENCY MASTERS).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION
STATE SUPERVISOR OF BUSINESS EDUCATION, RUTLEDGE BUILDING, OFFICE OF VOCATIONAL EDUCATION, STATE DEPARTMENT OF EDUCATION, COLUMBIA, SOUTH CAROLINA 29201.
PUB DATE - MAR69 18P.

DESCRIPTORS - *TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *PUNCTUATION; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - DEVELOPED BY TEACHERS OF OFFICE OCCUPATIONS FOR HIGH SCHOOL SECRETARIAL TRAINING PROGRAMS, THESE TRANSPARENCY MASTERS MAY BE USED TO PRODUCE INSTRUCTIONAL AIDS. ILLUSTRATED ARE: (1) NINE RULES RELATING TO THE USE OF THE COMMA, (2) TWO RULES ON NUMBERS, (3) TWO RULES ON THE HYPHEN, (4) THREE RULES ON THE SEMICOLON, AND (5) THREE RULES ON THE APOSTROPHE. THERE ARE 13 MASTERS IN THE SET. (DM)

VT 008 942
LETTER STYLES (TRANSPARENCY MASTERS).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION
STATE SUPERVISOR OF BUSINESS EDUCATION, RUTLEDGE BUILDING, OFFICE OF VOCATIONAL EDUCATION, STATE DEPARTMENT OF EDUCATION, COLUMBIA, SOUTH CAROLINA 29201.

PUB DATE - MAR69 11P.

DESCRIPTORS - *TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *INSTRUCTIONAL AIDS; SECONDARY GRADES; *BUSINESS CORRESPONDENCE

ABSTRACT - DEVELOPED BY TEACHERS OF OFFICE OCCUPATIONS FOR SECRETARIAL TRAINING PROGRAMS IN HIGH SCHOOLS, THESE SIX TRANSPARENCY MASTERS MAY BE USED FOR THE DEVELOPMENT OF INSTRUCTIONAL AIDS. ILLUSTRATIONS ARE INCLUDED OF THE FOLLOWING LETTER STYLES: (1) MODIFIED BLOCK STYLE, INDENTED PARAGRAPHS, MIXED PUNCTUATION, (2) MODIFIED BLOCK STYLE, BLOCKED PARAGRAPHS, MIXED PUNCTUATION, (3) BLOCK STYLE, OPEN PUNCTUATION, TWO-PAGE LETTER, (4) INVERTED PARAGRAPH STYLE, (5) FUNCTIONAL LETTER STYLE, AND (6) INTER-OFFICE CORRESPONDENCE. (DM)

VT 008 943
JOINED WORD BEGINNINGS (TRANSPARENCY MASTERS).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION
STATE SUPERVISOR OF BUSINESS EDUCATION, RUTLEDGE BUILDING, OFFICE OF VOCATIONAL EDUCATION, STATE DEPARTMENT OF EDUCATION, COLUMBIA, SOUTH CAROLINA 29201.
PUB DATE - MAR69 34P.

DESCRIPTORS - *TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *STENOGRAPHY; *OCCUPATIONAL INFORMATION; SECONDARY GRADES; INSTRUCTIONAL AIDS; CAREER CHOICE

ABSTRACT - TEACHERS OF OFFICE OCCUPATIONS MAY USE THESE TRANSPARENCY MASTERS IN DEVELOPING INSTRUCTIONAL AIDS FOR USE IN HIGH SCHOOL SHORTHAND CLASSES. THE 25 SLIDES PROVIDE CORRECT SHORTHAND FOR JOINED WORD BEGINNINGS, DISJOINED WORD BEGINNINGS, JOINED WORD ENDINGS, AND DISJOINED WORD ENDINGS. THE SLIDES ALSO PRESENT SHORTHAND AS A CCCR OPENER TO CAREERS: (1) SOCIAL SECRETARY, (2) POLICE DEPARTMENT SECRETARY, (3) EDUCATIONAL SECRETARY, (4) SCIENTIFIC SECRETARY, (5) LEGAL SECRETARY, (6) MEDICAL SECRETARY, (7) EXECUTIVE SECRETARY, AND (8) ENGINEERING SECRETARY. A SCRIPT EXPLAINING THE TRANSPARENCIES IS INCLUDED. (DM)

VT 008 992
DEVELOPING ECONOMIC CONCEPTS THROUGH INTRODUCTION TO BUSINESS. BULLETIN NO. 163.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUB DATE - OCT64 30P.

DESCRIPTORS - *CURRICULUM GUIDES; *CURRICULUM PLANNING; *BUSINESS EDUCATION; *QUESTIONING TECHNIQUES; INSTRUCTIONAL AIDS; *ECONOMICS; SECONDARY GRADES; ACHIEVEMENT TESTS

ABSTRACT - DEVELOPED BY THE STAFF OF THE NEW YORK STATE BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION, THIS BULLETIN IS FOR

USE BY HIGH SCHOOL TEACHERS IN PLANNING COURSES INTENDED TO AID STUDENTS IN DEVELOPING BROAD ECONOMIC CONCEPTS THROUGH A BASIC INTRODUCTION TO BUSINESS SUBJECTS. THE BOOKLET IS COMPRISED OF EXAMPLES OF QUESTIONING TECHNIQUES WHICH ARE DESIGNED TO STIMULATE STUDENTS' ABILITY TO BRING TOGETHER PERTINENT FACTS, ASSESS THEIR INTERRELATIONSHIPS, AND ARRIVE AT LOGICAL GENERALIZATIONS. THE FOUR LEVELS OF QUESTIONING COVERED ARE: (1) FACTUAL-TYPE, OR RECALL OF SPECIFIC INFORMATION, (2) KNOWLEDGE-LEVEL, WHICH MEASURES FACTUAL RELATIONSHIPS, (3) UNDERSTANDING-LEVEL, WHICH ASSESSES THE STUDENT'S ABILITY TO COMPREHEND, INTERPRET, AND ANALYZE FACTUAL RELATIONSHIPS, AND (4) CONCEPT-AND-ATTITUDE-LEVEL QUESTIONING, DESIGNED TO MEASURE THE STUDENT'S CONCEPT OF AND ATTITUDE TOWARD VARIOUS AREAS OF BUSINESS AND ECONOMIC EDUCATION. FORTY-FIVE ILLUSTRATIVE QUESTIONS, WITH ANSWERS, ARE GIVEN, GROUPED ACCORDING TO BUSINESS TOPIC AND CODED AS TO LEVEL. (AW)

VT 009 047

SECRETARIAL SKILLS AND PROCEDURES. ADULT COURSE OUTLINE. PULLEIN 134.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$1.40).
PUB DATE - 64 43P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS
EDUCATION; OFFICE OCCUPATIONS EDUCATION;
*SECRETARIES; *ADULT VOCATIONAL EDUCATION;
*CURRICULUM PLANNING; COURSE OBJECTIVES;
COURSE ORGANIZATION; TEACHING PROCEDURES;
BIBLIOGRAPHIES

ABSTRACT - PREPARED BY A COMMITTEE OF PRIVATE SECRETARIES UNDER DIRECTION OF THE STATE SUPERVISOR OF ADULT BUSINESS EDUCATION, THESE OUTLINES ARE FOR TEACHER USE IN COURSE PLANNING. THE COURSES OUTLINED ARE DESIGNED TO PREPARE STUDENTS BOTH TO PASS THE CERTIFIED PROFESSIONAL SECRETARIES EXAMINATIONS AND FOR EMPLOYMENT AS TOP-LEVEL PRIVATE SECRETARIES. THE CONTENT IS DIVIDED INTO TWO UNITS, EACH COMPRISED OF SEVEN 2-HOUR SESSIONS, AND IS INTENDED TO ASSIST TRAINED SECRETARIES IN REVIEWING BASIC BUT SELDOM-USED SKILLS AND PROCEDURES. THE FIRST UNIT IS CONCERNED WITH THE SKILLS, INCLUDING TYPING, OFFICE MACHINES OPERATION, AND LETTER WRITING, AND THE SECOND WITH PROCEDURES SUCH AS RECEPTIONIST DUTIES, MAIL ROUTINES, AND COMMUNICATIONS. EACH UNIT CONTAINS A STATEMENT OF PURPOSE, TEACHING SUGGESTIONS, EQUIPMENT NEEDED, STUDENT ACTIVITIES, AND AN OUTLINE OF MATERIAL TO BE COVERED. THE INSTRUCTOR SHOULD BE A QUALIFIED SECRETARY OR AN EXPERIENCED BUSINESS TEACHER. A BIBLIOGRAPHY AND A SECTION OF TIPS FOR INSTRUCTORS, GIVING SUGGESTIONS FOR PREPARATION AND PRESENTATION OF COURSE MATERIALS, ARE INCLUDED. (AW)

VT 009 053

TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR MEDICAL SECRETARIES AND MEDICAL TRANSCRIBERS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 64 25P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS
EDUCATION; *MEDICAL SECRETARIES; *OFFICE
OCCUPATIONS; *ADULT VOCATIONAL EDUCATION;
COURSE CONTENT; COURSE ORGANIZATION; PROGRAM
COSTS; FEDERAL PROGRAMS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND
TRAINING ACT PROGRAMS; MDTA PROGRAMS; MEDICAL
TRANSCRIBERS

ABSTRACT - THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA) COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS MEDICAL SECRETARIES AND MEDICAL TRANSCRIBERS. PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MDTA, BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE OF EACH COURSE COVER: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) INSTRUCTIONAL MATERIALS, TEACHING AIDS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. COURSE OUTLINED RANGE IN LENGTH FROM 400 TO 1,680 CLOCK HOURS. (AW)

VT 009 091

TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY STENOGRAPHERS, STENOGRAPHERS (REFRESHER), AND CLERK STENOGRAPHERS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 65 64P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS
AND OFFICE EDUCATION; *OFFICE OCCUPATIONS
EDUCATION; *STENOGRAPHERS; *ADULT VOCATIONAL
EDUCATION; COURSE CONTENT; COURSE
ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND
TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA), THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MDTA COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS STENOGRAPHERS AND CLERK-STENOGRAPHERS. BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE OF EACH COURSE PRESENT: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC SKILLS TO BE DEVELOPED, (4) INSTRUCTIONAL MATERIALS, TEACHING AIDS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. SOME OUTLINES ALSO INCLUDE PROPOSED COURSE BUDGETS. COURSES RANGE IN LENGTH FROM 372 TO 1,610 CLOCK HOURS. (AW)

VT 009 174

TYPEWRITING: A TENTATIVE PROGRAM OF INSTRUCTION. CURRICULUM PULLEIN NO. 36.

NEW ORLEANS PUBLIC SCHOOLS, LA. DIV. OF
INSTRUCTION
PUB DATE - 63 42P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *BUSINESS EDUCATION; *TYPEWRITING; *COURSE CONTENT; SECONDARY GRADES; *OFFICE OCCUPATIONS

ABSTRACT - DEVELOPED BY A COMMITTEE OF TYPEWRITING TEACHERS, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING TYPING COURSES FOR THE HIGH SCHOOL OR VOCATIONAL SCHOOL LEVEL. THE PRIMARY OBJECTIVES OF THE 36-WEEK COURSE IS TO PREPARE HIGH SCHOOL STUDENTS WHO HAVE HAD NO PREVIOUS TYPING TRAINING TO USE THE TYPEWRITER WITH THE SPEED AND ACCURACY NECESSARY FOR EMPLOYMENT IN A BUSINESS OFFICE. THE CONTENT INCLUDES A TOPICAL OUTLINE OF THE COURSE, LISTING THE THREE MAJOR UNITS TO BE COVERED, SKILLS TO BE TAUGHT, INSTRUCTION ON CARE OF THE TYPEWRITER, AND TEACHING STUDENTS TO MANIPULATE ALL PARTS OF THE TYPEWRITER. GOALS AND SKILLS TO BE ACHIEVED ARE THEN LISTED SPECIFICALLY FOR EACH 6-WEEK PERIOD. TEACHING AIDS AND A SELECTED BIBLIOGRAPHY ARE GIVEN. GENERAL SUGGESTIONS FOR THE TEACHER ARE HEADED: (1) GETTING READY, WHICH DEALS WITH PREPARATION OF THE CLASSROOM AND EQUIPMENT, (2) FIRST LESSON, SUGGESTIONS WAYS FOR EFFECTIVELY INTRODUCING COURSE MATERIALS, (3) LESSON TWO, PREPARING FOR THE SECOND DAY'S CLASS, AND (4) TIMED RELAY, WHICH DEALS WITH PRACTICAL EXERCISE. THE COURSE SHOULD BE TAUGHT BY A CERTIFIED TYPING TEACHER. (AW)

VT 009 191

BUSINESS AND OFFICE EDUCATION HANDBOOK, 1966-67. BULLETIN NO. 1080.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE. BUSINESS AND OFFICE EDUCATION SECTION
PUB DATE - 67 155P.

DESCRIPTORS - *TEACHING GUIDES; *STATE CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; VOCATIONAL HIGH SCHOOLS; SECONDARY GRADES; LESSON PLANS; INSTRUCTIONAL AIDS; CURRICULUM PLANNING
IDENTIFIERS - LOUISIANA

ABSTRACT - THIS TEACHER HANDBOOK WAS DEVELOPED BY A COMMITTEE OF TEACHERS, SUPERVISORS, AND TEACHER-EDUCATORS TO BE USED IN LESSON AND COURSE PLANNING FOR VOCATIONAL HIGH SCHOOL BUSINESS EDUCATION PROGRAMS. ALTHOUGH PREPARED FOR USE IN LOUISIANA SCHOOLS, IT IS ADAPTABLE FOR ANY GEOGRAPHICAL AREAS. THE PRIMARY PURPOSE OF THE PROGRAM IS TO PROVIDE STUDENTS WITH THE INFORMATION, OPPORTUNITIES, AND TRAINING NECESSARY TO PREPARE THEM FOR EMPLOYMENT IN BUSINESS OCCUPATIONS. AN INTRODUCTORY SECTION ON "THE BUSINESS EDUCATION CURRICULUM" LISTS, IN REQUIRED HOURS, AND UNITS OF CREDIT. THE MAJOR PORTION OF THE HANDBOOK PRESENTS BRIEF GUIDELINES FOR TEACHING SPECIFIC BUSINESS EDUCATION COURSES. THESE ARE ARRANGED ALPHABETICALLY AND INCLUDE DESCRIPTIVE INFORMATION, OBJECTIVES, COURSE CONTENT, TESTING AND GRADING SUGGESTIONS, SUPPLEMENTARY MATERIALS, AND TEACHING SUGGESTIONS. FOR MOST SUBJECTS, LESSON OR UNIT PLANS ARE ALSO PROVIDED. SUBJECTS COVERED ARE: (1) BOOKKEEPING, (2) BUSINESS ARITHMETIC, LAW, AND ENGLISH, (3) ECONOMICS, (4) BUSINESS MACHINES, (5) OFFICE PRACTICE,

(6) TYPING, (7) SHORTHAND, (8) COOPERATIVE EDUCATION, AND (9) GENERAL BUSINESS. INFORMATION ON FUTURE BUSINESS LEADERS OF AMERICA CONTESTS, EQUIPMENT AND SUPPLIES NEEDED, AND SUPPLEMENTARY MATERIALS IS ALSO GIVEN. (AW)

VT 009 229

TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR BOOKKEEPERS AND ACCOUNTING CLERKS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 65 22P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *BOOKKEEPING; *ACCOUNTING; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA) COURSES DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS BOOKKEEPERS AND ACCOUNTING CLERKS ARE GIVEN. PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MDTA, BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE OF EACH COURSE COVER: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) INSTRUCTIONAL MATERIALS, TEACHING AIDS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. THE COURSE OUTLINES GIVEN RANGE IN LENGTH FROM 750 TO 2,000 CLOCK HOURS. (AW)

VT 009 250

TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR BOOKKEEPING MACHINE OPERATORS, KEY PUNCH OPERATORS, VERIFIER OPERATORS, TRANSCRIBING MACHINE OPERATORS, AND OFFICE MACHINE REPAIRMEN.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 66 70P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *OFFICE MACHINE OPERATORS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; BOOKKEEPING MACHINE OPERATORS; KEYPUNCH OPERATORS; VERIFIER OPERATORS; TRANSCRIBING MACHINE OPERATORS; OFFICE MACHINE REPAIRMEN

ABSTRACT - PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA), THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MDTA COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS OFFICE MACHINES OPERATORS AND REPAIRMEN. BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE OF EACH COURSE COVER: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) TEACHING AIDS, INSTRUCTIONAL

MATERIALS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. COURSES DESCRIBED RANGE IN LENGTH FROM 240 TO 1,680 CLOCK HOURS. (AW)

VT 009 251

TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR EXECUTIVE BILINGUAL SECRETARIES AND CLERICAL SECRETARIES.

OFFICE OF EDUCATION (CHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 65 33P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *SECRETARIES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; *MDTA PROGRAMS; BILINGUAL SECRETARIES

ABSTRACT - PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA), THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MDTA COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS EXECUTIVE BILINGUAL SECRETARIES AND CLERICAL SECRETARIES. BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE OF EACH COURSE COVER: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) INSTRUCTIONAL MATERIALS, TEACHING AIDS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. COURSES RANGING IN LENGTH FROM 300 TO 1,080 CLOCK HOURS ARE DESCRIBED. (AW)

VT 009 258

TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY GENERAL OFFICE CLERKS, GENERAL OFFICE CLERKS (REFRESHER), AND GENERAL OFFICE CLERKS.

OFFICE OF EDUCATION (CHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 65 63P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *OFFICE OCCUPATIONS; *CLERICAL WORKERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; *MDTA PROGRAMS

ABSTRACT - THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA) COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS GENERAL OFFICE CLERKS. PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MDTA, BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE OF EACH COURSE COVER: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) INSTRUCTIONAL MATERIALS, TEACHING AIDS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. SOME OUTLINES ALSO INCLUDE

PROPOSED COURSE BUDGETS. COURSES OUTLINED RANGE LENGTH FROM 400 TO 1,600 CLOCK HOURS. (AW)

VT 009 271

TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY, REFRESHER, AND GENERAL CLERK TYPISTS.

OFFICE OF EDUCATION (CHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 65 76P.

DESCRIPTORS - *TYPEWRITING; *CURRICULUM GUIDES; *BUSINESS EDUCATION; *TYPISTS; ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; *MDTA PROGRAMS

ABSTRACT - PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA), THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MDTA COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS CLERK TYPISTS. BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE OF EACH COURSE INCLUDE: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) INSTRUCTIONAL MATERIALS, TEACHING AIDS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. THE COURSES OUTLINED RANGE IN LENGTH FROM 250 TO 880 CLOCK HOURS. (AW)

VT 009 363

THE TRAINING OF ACCOUNTANTS. RECOMMENDATION 3.

ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, LONDON (ENGLAND)
ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, 30 MILLBANK, LONDON, S.W. 1, ENGLAND.
PUB DATE - SEP68 7P.

DESCRIPTORS - *BUSINESS EDUCATION; *ACCOUNTANTS; ELECTRICAL OCCUPATIONS; *OFFICE OCCUPATIONS; ON THE JOB TRAINING; *PROGRAM GUIDES; ADULT VOCATIONAL EDUCATION; *FOREIGN COUNTRIES; EDUCATIONAL PROGRAMS IDENTIFIERS - ENGLAND; ELECTRICITY SUPPLY TRAINING BOARD

ABSTRACT - THIS PROGRAM GUIDE WAS DEVELOPED TO PRESCRIBE TRAINING FOR ACCOUNTANTS. IT IS ONE OF 18 RECOMMENDATIONS ON VARIOUS TRAINING PROGRAMS. THE CONTENT INCLUDES OUTLINES OF: (1) OBJECTIVES, (2) RECRUITMENT, (3) PROGRAM OF TRAINING, (4) INDUCTION, (5) ON-JOB TRAINING, (6) BACKGROUND TRAINING, (7) FURTHER EDUCATION, (8) SUPERVISION OF TRAINING, (9) DURATION OF TRAINING, (10) RECORD OF TRAINING, AND (11) CAREER DEVELOPMENT. A SUGGESTED TRAINING PROGRAM IS AVAILABLE AS VT 009 364 (IN THIS ISSUE). (GR)

VT 009 364

SYLLABUS OF TRAINING FOR ACCOUNTANTS.

ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, LONDON (ENGLAND)

ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD,
30 MILLBANK, LONDON, S.W. 1, ENGLAND.
PUB DATE - SEP68 10P.

DESCRIPTORS - *CURRICULUM GUIDES;
*ACCOUNTANTS; ON THE JOB TRAINING;
EDUCATIONAL PROGRAMS; *BUSINESS EDUCATION;
ELECTRICAL OCCUPATIONS; *FOREIGN COUNTRIES
IDENTIFIERS - ENGLAND; ELECTRICITY SUPPLY
INDUSTRY TRAINING BOARD

ABSTRACT - THIS CURRICULUM GUIDE WAS DESIGNED
TO REPLACE THE APPENDIX OF VT 009 363 (IN
THIS ISSUE). IT MAY BE USED IN PLANNING
PROGRAMS RELEVANT TO THE WHOLE RANGE OF
ACCOUNTING WORK AND ASSOCIATED SUBJECTS.
WHILE THE SYLLABUS IS CONCERNED PRIMARILY
WITH THE ON-JOB ASPECTS OF THE PROGRAM,
PROVISION IS MADE FOR THE COMPLEMENTARY
ASPECTS OF INDUCTION, BACKGROUND TRAINING AND
FURTHER EDUCATION. THE CONTENTS ARE: (1)
SUBSIDIARY ACCOUNTING RECORDS, (5) ADULT AND
ASSOCIATED MATTERS, (6) SERVICES TO
MANAGEMENT IN MATTERS AFFECTING FINANCIAL
POLICY, (7) FURTHER EDUCATION, AND (8)
INDUCTION AND BACKGROUND TRAINING. (GR)

VT 009 365
THE GENERAL TRAINING OF CLERICAL STAFF.
RECOMMENDATION 4.

ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD,
LONDON (ENGLAND)
ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD,
30 MILLBANK, LONDON, S.W. 1, ENGLAND.
PUB DATE - DEC68 9P.

DESCRIPTORS - *CLERICAL WORKERS; ON THE JOB
TRAINING; *BUSINESS EDUCATION; *OFFICE
OCCUPATIONS; *PROGRAM GUIDES; ELECTRICAL
OCCUPATIONS; *FOREIGN COUNTRIES; EDUCATIONAL
PROGRAMS
IDENTIFIERS - ENGLAND; ELECTRICITY SUPPLY
INDUSTRY TRAINING BOARD

ABSTRACT - THIS PUBLICATION WAS DEVELOPED AS
A PROGRAM GUIDE FOR THE GENERAL TRAINING OF
CLERICAL STAFF. THE CONTENT INCLUDES: (1)
OBJECTIVES, (2) RECRUITMENT, (3) PROGRAM OF
TRAINING, (4) INDUCTION, (5) FORMAL TRAINING,
(6) ON-JOB TRAINING, (7) SUPERVISION, (8)
FURTHER EDUCATION, (9) DURATION OF TRAINING,
(10) RECORD OF TRAINING, AND (11) CAREER
DEVELOPMENT. (GR)

VT 009 498
UNDERSTANDING FINANCIAL STATEMENTS; 7 KEYS TO
VALUE.

NEW YORK STOCK EXCHANGE, N.Y.
DEPARTMENT OF PUBLIC INFORMATION, NEW YORK
STOCK EXCHANGE, 11 WALL STREET, NEW YORK, NEW
YORK 10005.
PUB DATE - SEP68 32P.

DESCRIPTORS - *RESOURCE MATERIALS; *BUSINESS
EDUCATION; *ECONOMICS; *INVESTMENT;
*FINANCIAL SERVICES; MONEY MANAGEMENT

ABSTRACT - THE PURPOSE OF THIS PUBLICATION IS
TO PROVIDE AID IN UNDERSTANDING AND
INTERPRETING FINANCIAL STATEMENTS IN ORDER TO
EVALUATE AND DETERMINE INVESTMENT VALUES. THE

FIRST PORTION OF THE BOOKLET INCLUDES BRIEF
EXPLANATORY INFORMATION ON CORPORATION ANNUAL
REPORTS, FINANCIAL STATEMENTS, AND THE
SIGNIFICANCE OF FINANCIAL RATIOS, FOLLOWED BY
A SAMPLE BALANCE SHEET FOR "YOUR COMPANY"
COVERING THE AREAS OF: (1) ASSETS,
LIABILITIES, AND STOCKHOLDERS' EQUITY, (2)
STATEMENT OF INCOME, AND (3) STATEMENT OF
EARNED SURPLUS. THE SECOND SECTION PRESENTS,
EXPLAINS, AND APPLIES TO "YOUR COMPANY," THE
"7 KEYS TO VALUE": (1) PRE-TAX PROFIT MARGIN,
(2) CURRENT RATIO, (3) LIQUIDITY RATIO, (4)
CAPITALIZATION RATIOS, (5) SALES TO FIXED
ASSETS, (6) SALES TO INVENTORIES, AND (7) NET
INCOME TO NET WORTH. ADDITIONAL RATIOS TO AID
IN APPRAISING SECURITIES ARE DEFINED AND
APPLIED TO "YOUR COMPANY" IN THE SECTION ON
INVESTMENT ANALYSIS, AND THE FINAL PORTION
PROVIDES A BRIEF SUMMARY OF THE IMPORTANCE OF
FINANCIAL RATIOS. THE BOOKLET IS ILLUSTRATED
WITH SEVERAL TABLES AND GRAPHS. (AW)

VT 009 527
OFFICE EDUCATION ASSOCIATION HANDBOOK.

NATIONAL YOUTH GROUP FOR VOCATIONAL OFFICE
EDUCATION STUDENTS, MADISON, WIS.
PUB DATE - 69 64P.

DESCRIPTORS - *MANUALS; *ORGANIZATIONS
(GROUPS); *OFFICE OCCUPATIONS EDUCATION;
ACTIVITIES; LEADERSHIP QUALITIES; GUIDELINES

ABSTRACT - INFORMATION INTENDED TO ASSIST
STATE ASSOCIATIONS AND LOCAL CHAPTERS OF THE
OFFICE EDUCATION ASSOCIATION IS PROVIDED IN
THIS HANDBOOK. TYPES OF INFORMATION ARE: (1)
AN ORGANIZATIONAL CHART, (2) NAMES AND
ADDRESSES OF NATIONAL OFFICERS, (3) NATIONAL
CONSTITUTION, (4) FORMS FOR STATE AND LOCAL
ASSOCIATIONS, (5) REQUIREMENTS FOR NATIONAL,
STATE, AND CHAPTER OFFICERS, (6) PUBLICITY
SUGGESTIONS, AND (7) POSSIBLE CHAPTER
ACTIVITIES. (SB)

VT 009 673
JENKINS, SARA BETH, AND OTHERS
OFFICE PRACTICE; A TEACHERS GUIDE.

COLORADO STATE DEPT. OF EDUCATION, DENVER.
OFFICE OF INSTRUCTIONAL SERVICES
OFFICE OF INSTRUCTIONAL SERVICES, DIVISION OF
ELEMENTARY AND SECONDARY EDUCATION, COLORADO
STATE DEPARTMENT OF EDUCATION, DENVER,
COLORADO 80203 (\$1.00).
PUB DATE - FEB69 46P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM
GUIDES; *BUSINESS EDUCATION; *OFFICE
PRACTICE; *OFFICE OCCUPATIONS; BUSINESS
SKILLS; SECONDARY GRADES

ABSTRACT - PREPARED BY A STATE COMMITTEE OF
BUSINESS EDUCATORS, TESTED STATEWIDE FOR 10
YEARS, AND UPDATED TO INCLUDE THE MOST
CURRENT INFORMATION IN THE SUBJECT AREA, THIS
GUIDE IS INTENDED TO AID HIGH SCHOOL BUSINESS
EDUCATION TEACHERS IN PLANNING COURSES AND
LESSONS IN OFFICE PRACTICE. THE CONTENT IS
DIVIDED INTO TWO PARTS, WITH THE FIRST ONE
PROVIDING GENERAL INFORMATION ON SUCH ASPECTS
AS OVERALL OBJECTIVES, COURSE LENGTH, GRADE
AND STUDENT SELECTION, EVALUATION METHODS,

AND EQUIPMENT AND EQUIPMENT SERVICING. PART II, THE MAJOR PORTION OF THE GUIDE, COVERS THE SPECIFIC COURSE MATERIAL OFFERED, INCLUDING UNITS ON: (1) COMMUNICATION, (2) FILING, (3) RECORD-KEEPING, (4) INTRODUCTION TO DATA PROCESSING, (5) PERSONAL AND BUSINESS RELATIONS, (6) VOCATIONAL INFORMATION, AND (7) OFFICE MACHINES. EACH UNIT PROVIDES SPECIFIC OBJECTIVES, CONTENT, SUGGESTED LEARNING ACTIVITIES, METHODS OF EVALUATION, AND SELECTED REFERENCES. INSTRUCTIONS FOR TEACHERS FOR DEVELOPING JOB INSTRUCTION SHEETS, AND A BIBLIOGRAPHY INCLUDING TEXTBOOKS, PERIODICALS, REFERENCE BOOKS, AND VISUAL MATERIALS ALSO ARE GIVEN. A CERTIFIED BUSINESS EDUCATION INSTRUCTOR SHOULD CONDUCT THE COURSE AND STUDENTS SHOULD HAVE COMPLETED AT LEAST ONE YEAR OF TYPEWRITING. THE COURSE LENGTH MAY BE ONE OR TWO SEMESTERS, DEPENDENT UPON LOCAL NEEDS. (AW)

VT 009 965

KEYPUNCH MACHINE OPERATION; A SUGGESTED ADULT COURSE OUTLINE.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT
PUBLICATIONS DISTRIBUTION UNIT, NEW YORK
STATE EDUCATION DEPARTMENT, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (SINGLE
COPIES, \$.50).
PUB DATE - 68 3CP.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *OFFICE OCCUPATIONS EDUCATION; *DATA PROCESSING OCCUPATIONS; *OFFICE MACHINES; DATA PROCESSING; ADULT VOCATIONAL EDUCATION

ABSTRACT - THIS SUGGESTED COURSE OUTLINE WAS DESIGNED BY SUBJECT-MATTER SPECIALISTS, TEACHERS, AND STATE EDUCATION DEPARTMENT PERSONNEL FOR TEACHER USE IN PLANNING COURSES AND LESSONS IN KEYPUNCH MACHINE OPERATION FOR ADULT EDUCATION PROGRAMS. COMPLETION OF THE 90-HOUR COURSE IS INTENDED TO PREPARE TRAINEES FOR ENTRY-LEVEL POSITIONS IN THE BUSINESS WORLD BY HELPING THEM TO DEVELOP BOTH BASIC SKILLS AND COMPETENCIES OF KEYPUNCHING AND A FUNDAMENTAL KNOWLEDGE OF THE FUNCTIONS OF DIFFERENT DATA PROCESSING MACHINES. CHAPTERS ARE: (1) ADMINISTRATIVE CONSIDERATIONS, WHICH INCLUDES SUGGESTED EQUIPMENT, CLASS ORGANIZATION, TIME CONSIDERATIONS, AND STUDENT MATERIALS, (2) COURSE OBJECTIVES, WHICH DEALS WITH PROFICIENCY STANDARDS AND COURSE ENRICHMENT, AND (3) COURSE OUTLINE, WHICH PRESENTS A TOPICAL OUTLINE OF THE MATERIAL TO BE COVERED, TEACHING SUGGESTIONS, AND SELECTED REFERENCES. THE NINE TOPICS COVERED IN THE OUTLINE ARE: (1) INTRODUCTION, (2) THE PUNCH CARD, (3) OPERATING FEATURES OF THE KEYPUNCH, (4) PROGRAM UNIT, (5) PROGRAM CARD, (6) PRINT CONTROL, (7) THE ELECTROMECHANICAL DATA PROCESSING SYSTEM, (8) ERROR CORRECTIONS, AND (9) BROAD APPLICATIONS. SUPPLEMENTARY MATERIALS INCLUDE A GLOSSARY, SUGGESTED REFERENCES, AND AUDIOVISUAL AIDS. THE COURSE INSTRUCTOR SHOULD BE A COMPETENT KEYPUNCH OPERATOR, AND TRAINEES SHOULD HAVE A BASIC KNOWLEDGE OF TYPING. (AW)

VT 009 967

BUSINESS AND MARKETING EDUCATION GUIDE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION,
SALT LAKE CITY
UTAH STATE BOARD OF EDUCATION, 126 EAST SOUTH
TEMPLE, SALT LAKE CITY, UTAH 84111 (\$1.50).
PUB DATE - 66 171P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *MARKETING; *DISTRIBUTIVE EDUCATION; *BUSINESS SUBJECTS; SECONDARY GRADES

ABSTRACT - PREPARED IN A 1962 WORKSHOP, FIELD TESTED FOR 2 YEARS, AND REVISED PRIOR TO PUBLICATION, THIS CURRICULUM GUIDE IS FOR USE BY TEACHERS AND ADMINISTRATORS IN PLANNING AND IMPLEMENTING COURSES IN BUSINESS AND MARKETING EDUCATION ON THE SECONDARY LEVEL. THE GUIDE IS ORGANIZED INTO TWO MAJOR DIVISIONS, BUSINESS EDUCATION AND MARKETING EDUCATION, WITH BOTH SECTIONS PROVIDING SUCH INFORMATION AS RECOMMENDED GRADE LEVEL, OBJECTIVES, COURSE CONTENT, PREREQUISITES, TEACHING AIDS AND PROJECTS, AND EVALUATION. CONTENT OF THE BUSINESS EDUCATION SECTION INCLUDES: (1) TYPEWRITING, (2) SHORTHAND (BEGINNING AND ADVANCED), (3) TRANSCRIPTION, (4) OFFICE PROCEDURE AND MACHINES, (5) COOPERATIVE OFFICE TRAINING, (6) AUTOMATION, (7) BUSINESS COMMUNICATIONS, AND (8) ADULT EDUCATION. THE MARKETING EDUCATION SECTION COVERS: (1) BASIC BUSINESS, (2) ADVANCED BUSINESS PRINCIPLES, (3) ECONOMICS, (4) BUSINESS LAW, (5) BOOKKEEPING, (6) RECORD KEEPING, (7) BUSINESS MATHEMATICS, AND (8) COOPERATIVE MARKETING EDUCATION. BIBLIOGRAPHIES ARE INCLUDED FOR EACH CHAPTER. (AW)

VT 009 968

SUGGESTED GUIDE FOR COOPERATIVE OFFICE EDUCATION AND DATA PROCESSING.

OKLAHOMA STATE BOARD FOR VOCATIONAL
EDUCATION, STILLWATER. DIV. OF BUSINESS AND
OFFICE EDUCATION
PUB DATE - AUG66 29P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *COOPERATIVE EDUCATION; *COOPERATIVE PROGRAMS; *BUSINESS EDUCATION; GRADE 12

ABSTRACT - THIS CURRICULUM GUIDE WAS DEVELOPED THROUGH REVIEW AND CONSOLIDATION OF VARIOUS COOPERATIVE OFFICE EDUCATION COURSE OUTLINES PREPARED BY TEACHERS ENROLLED IN TEACHER-TRAINING PROGRAMS AT TWO OKLAHOMA UNIVERSITIES. IT IS DESIGNED AS AN AID IN PLANNING AND IMPLEMENTING LOCAL COOPERATIVE OFFICE EDUCATION COURSES FOR HIGH SCHOOL SENIORS. INTRODUCTORY MATERIAL ON OBJECTIVES, SUGGESTED METHODS OF EVALUATION, AND TEACHING SUGGESTIONS ARE FOLLOWED BY 13 UNIT OUTLINES, INCLUDING: (1) PRODUCTION TYPEWRITING, (2) BUSINESS COMMUNICATION, (3) OFFICE MACHINES, (4) BUSINESS ARITHMETIC, (5) RECORD KEEPING, (6) OFFICE AUTOMATION, (7) GENERAL OFFICE, (8) STENOGRAPHERS, AND (9) BOOKKEEPING. SUPPLEMENTARY MATERIALS PROVIDED ARE A SUGGESTED LIST OF CREGG TEXT MATERIALS, REFERENCE MATERIALS, AND SUPPORTING

MATERIALS, INCLUDING PRICES. (AW)

VT 009 972

A GUIDE FOR TEACHING VOCATIONAL OFFICE EDUCATION IN THE SECONDARY SCHOOLS OF NEW HAMPSHIRE.

NEW HAMPSHIRE STATE DEPT. OF EDUCATION,
CONCORD, DIV. OF VOCATIONAL-TECHNICAL
EDUCATION.

PUB DATE - 66 75P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS
EDUCATION; *OFFICE OCCUPATIONS EDUCATION;
WORK EXPERIENCE PROGRAMS; *VOCATIONAL
EDUCATION; SECONDARY GRADES; COOPERATIVE
EDUCATION; *CURRICULUM PLANNING
IDENTIFIERS - NEW HAMPSHIRE

ABSTRACT - PREPARED BY BUSINESS AND
DISTRIBUTIVE EDUCATION TEACHERS AND
CONSULTANTS, THIS CURRICULUM GUIDE IS FOR USE
BY TEACHERS AND SCHOOL ADMINISTRATORS IN
PLANNING, UPGRADING, OR EXTENDING OFFICE
EDUCATION PROGRAMS ON THE SECONDARY LEVEL.
VOCATIONALLY ORIENTED COURSES ARE OFFERED AS
WELL AS BASIC BUSINESS EDUCATION COURSES NOT
NECESSARILY VOCATIONALLY ORIENTED. BRIEF
INTRODUCTORY INFORMATION INCLUDES: (1) COURSE
DESCRIPTIONS LISTED ALPHABETICALLY BY TITLE
AND INCLUDING GRADE LEVEL, NUMBER OF
SEMESTERS, AND WHETHER BASIC OR VOCATIONAL,
(2) A STATEMENT OF OBJECTIVES INCLUDING
EXCERPTS FROM THE "NEW HAMPSHIRE STATE PLAN,"
AND (3) OCCUPATIONAL CLASSIFICATIONS AND
DESCRIPTIONS FROM THE "DICTIONARY OF
OCCUPATIONAL TITLES." SUGGESTED COURSE
SEQUENCES AND OUTLINES ARE GIVEN BOTH FOR
BASIC BUSINESS COURSES AND FOR VOCATIONAL
OFFICE EDUCATION, INCLUDING COURSE
DESCRIPTIONS, SPECIFIC OBJECTIVES, TIME
REQUIREMENTS, GRADE PLACEMENT, PREREQUISITES,
AND STANDARDS. THE DEVELOPMENT OF A
COOPERATIVE OFFICE EDUCATION PROGRAM IS
OUTLINED, INCLUDING SAMPLE FORMS AND
APPLICATIONS. FOR THOSE SCHOOLS UNABLE TO
HAVE A COOPERATIVE WORK PROGRAM, SUGGESTIONS
ARE GIVEN FOR SUPERVISED PRACTICAL EXPERIENCE
INVOLVING THE LABORATORY OR PROJECT METHOD. A
CHECKLIST FOR FACILITIES AND EQUIPMENT AND A
LISTING OF TEACHING MEDIA AND MATERIALS ARE
PROVIDED. (AW)

VT 009 977

COOPERATIVE BUSINESS EDUCATION IN FLORIDA'S
HIGH SCHOOLS.

FLORIDA STATE DEPT. OF EDUCATION,
TALLAHASSEE, BUSINESS AND DISTRIBUTIVE
EDUCATION SECTION

BULLETIN 73H-6

PUB DATE - APR 69 115P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS
EDUCATION; *PROGRAM DEVELOPMENT;
*INSTRUCTIONAL PROGRAMS; *INSTRUCTOR
COORDINATORS; PROGRAM EVALUATION; COOPERATIVE
EDUCATION; RECORDS (FORMS)
IDENTIFIERS - FLORIDA

ABSTRACT - THIS GUIDE IS FOR USE BY
COOPERATIVE BUSINESS EDUCATION TEACHER-
COORDINATORS IN PLANNING AN INTEGRATED SERIES

OF CLASSROOM INSTRUCTION AND SUPERVISED WORK
EXPERIENCE RELATED TO STUDENTS' CAREER
OBJECTIVES IN BUSINESS OR OFFICE OCCUPATIONS.
THE CONTENT OBJECTIVES ARE TO DEVELOP SKILLS
AND UNDERSTANDING IN THE FOLLOWING AREAS:
PHILOSOPHY AND OBJECTIVES, THE COOPERATIVE
BUSINESS EDUCATION PROGRAM, THE COOPERATIVE
BUSINESS EDUCATION TEACHER-COORDINATOR, THE
INSTRUCTIONAL PROGRAM, AND PROGRAM
EFFECTIVENESS THROUGH THE EVALUATION. THE
GUIDE WAS DEVELOPED THROUGH THE COMBINED
EFFORTS OF PARTICIPANTS IN A TEACHER WORKSHOP
AND OF GRADUATE STUDENTS IN A BUSINESS
EDUCATION TEACHING METHODS COURSE. EXAMPLES
OF FORMS AND QUESTIONNAIRES USED IN A
COOPERATIVE EDUCATION PROGRAM ARE APPENDED.
(CH)

VT 010 114

BRIGHT, DON
SUPPLEMENTARY MATERIALS HANDBOOK FOR
INTENSIVE BUSINESS AND OFFICE EDUCATION.
BULLETIN 18.

BOWLING GREEN STATE UNIV., OHIO
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV.
OF VOCATIONAL EDUCATION
PUB DATE - JUN 69 93P.

DESCRIPTORS - *RESOURCE GUIDES; *BUSINESS
EDUCATION; *INSTRUCTIONAL MATERIALS;
AUDIOVISUAL AIDS; BOOKS; WORKBOOKS;
PHONOGRAPH RECORDS; TAPE RECORDINGS

ABSTRACT - RESOURCE MATERIALS, EXAMINED BY A
STUDY GROUP AND ORGANIZED BY A TEACHER
EDUCATOR, ARE LISTED FOR THESE VOCATIONAL
PROGRAMS: (1) ACCOUNTING AND COMPUTING
OCCUPATIONS, (2) BUSINESS DATA PROCESSING
OCCUPATIONS, (3) FILING, OFFICE MACHINES, AND
GENERAL CLERICAL OCCUPATIONS, (4)
STENOGRAPHIC, SECRETARIAL, AND RELATED
OCCUPATIONS, AND (5) TYPING AND RELATED
OCCUPATIONS. THE RESOURCES ARE ORGANIZED INTO
THESE CATEGORIES: (1) FILMS, FILMSTRIPS,
SLIDES, AND TRANSPARENCIES, (2) BOOKLETS,
CHARTS, PAMPHLETS, POSTERS, RECORDS, AND
TAPES, AND (3) BOOKS, PRACTICE SETS, AND
WORKBOOKS. AN ADDRESS LIST OF DISTRIBUTORS IS
INCLUDED. (SB)

VT 010 207

HANDBOOK FOR TEACHERS OF BUSINESS MANAGEMENT.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
PUB DATE - 67 89P.

DESCRIPTORS - *CURRICULUM GUIDES;
INSTRUCTIONAL AIDS; *CURRICULUM PLANNING;
*BUSINESS EDUCATION; *BUSINESS
ADMINISTRATION; *TEACHING METHODS; RESOURCE
MATERIALS; BUSINESS SUBJECTS; SECONDARY
GRADES

ABSTRACT - BUSINESS EDUCATION TEACHERS MAY
FIND HELPFUL IDEAS IN THIS GUIDE FOR PLANNING
AND DEVELOPING COURSES OF STUDY IN BUSINESS
MANAGEMENT ON THE HIGH SCHOOL LEVEL. THE
HANDBOOK IS DIVIDED INTO FIVE MAIN SECTIONS
WITH THE FIRST DEALING WITH ADMINISTRATIVE
CONSIDERATIONS SUCH AS GRADE LEVEL, STUDENT
SELECTION, TEACHER SELECTION, AND COURSE

OBJECTIVES. "TEACHING METHODS", THE SECOND CHAPTER, SUGGESTS A VARIETY OF TECHNIQUES FOR PRESENTING THE MATERIAL, INCLUDING LECTURE, DISCUSSION, CONFERENCE GROUPS, DRAMATIZATION, AND AUDIOVISUAL PRESENTATIONS. THE THIRD CHAPTER DISCUSSES FACTORS CONTRIBUTING OR RELATING TO THE EFFECTIVENESS OF THE CLASS, SUCH AS CLASSROOM ATMOSPHERE, TEACHER AND STUDENT RESPONSIBILITIES, USE OF RESOURCE PEOPLE, STUDENT SURVEYS, AND TEXTBOOK SELECTION AND USE. SUGGESTED LEARNING EXPERIENCES AND STUDENT PROJECTS ARE EXPLORED IN THE FOURTH CHAPTER, INCLUDING PROCEDURES, REFERENCES, PERFORMANCE STANDARDS, AND EVALUATION. THE LAST CHAPTER SUGGESTS MATERIAL FOR THE MANAGEMENT LIBRARY, INCLUDING BOTH GENERAL REFERENCES AND SPECIFIC MATERIAL FOR VARIOUS BRANCHES OF BUSINESS, SUCH AS PERSONNEL, FINANCE, MARKETING, LAW, AND INSURANCE. DIRECTORIES OF PUBLISHERS, FILM SOURCES, AND FILM CATALOGS ARE ALSO PROVIDED. (AW)

VT 010 208

AUDIO AIDS FOR BUSINESS EDUCATION, 1970.

WESTERN TAPE, MOUNTAIN VIEW, CALIF. BUSINESS EDUCATION DEPT.

PUB DATE - 70 34P.

DESCRIPTORS - *AUDIO EQUIPMENT; EDUCATIONAL EQUIPMENT; *INSTRUCTIONAL AIDS; *BUSINESS EDUCATION; *INDIVIDUAL INSTRUCTION; EDUCATIONALLY DISADVANTAGED; DISADVANTAGED GROUPS; OFFICE OCCUPATIONS; STENOGRAPHY; SECRETARIES; TYPEWRITING

ABSTRACT - AUDIO AIDS AND EQUIPMENT AVAILABLE FOR USE IN TEACHING BUSINESS EDUCATION ARE LISTED, INCLUDING SEVERAL PROGRAMS DESIGNED PRIMARILY TO AID IN PROVIDING INDIVIDUALIZED INSTRUCTION FOR THE EDUCATIONALLY OR PHYSICALLY DISADVANTAGED. TWENTY-EIGHT AUDIO-INSTRUCTIONAL PROGRAMS ARE LISTED UNDER THESE FIVE MAJOR CATEGORIES: (1) MANUAL SHORTHAND, (2) TYPING, (3) TYPING AND SHORTHAND--INDIVIDUALIZED INSTRUCTION, (4) OFFICE OCCUPATIONS, AND (5) TRANSCRIPTION AND SECRETARIAL PRACTICE PROGRAMS. BRIEF DESCRIPTIONS ARE PROVIDED FOR EACH INSTRUCTIONAL AID, INCLUDING SUCH INFORMATION AS NUMBER AND LENGTH OF TAPES, NATURE OF MATERIAL COVERED, CORRELATED TEXTBOOKS, AND PRICES PER INSTRUCTIONAL UNIT. PROGRAMS WHICH SPECIFICALLY MEET THE SPECIAL NEEDS OF THE VOCATIONAL EDUCATION ACT OF 1968 ARE CLEARLY DESIGNATED. PHOTOGRAPHS OF THE EQUIPMENT ARE INCLUDED AS WELL AS INSTRUCTIONS FOR ORDERING. (AW)

VT 010 245

INTRODUCTION TO AUTOMATIC DATA PROCESSING; A SUGGESTED ADULT COURSE OUTLINE.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.

PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ROOM 169, EDUCATION BUILDING, ALBANY, NEW YORK 12224.

PUB DATE - 68 67P.

DESCRIPTORS - *CURRICULUM GUIDES; *DATA

PROCESSING; COMPUTER SCIENCE EDUCATION; *OFFICE OCCUPATIONS EDUCATION; ELECTRONIC EQUIPMENT; BUSINESS EDUCATION; *ADULT EDUCATION; DISTRIBUTIVE EDUCATION

ABSTRACT - THIS COURSE OUTLINE IS FOR TEACHER USE IN INTRODUCING ADULTS TO THE USE OF AUTOMATIC DATA PROCESSING EQUIPMENT. AN ADVISORY COMMITTEE DEVELOPED THE SCOPE OF THE COURSE FROM WHICH THIS GUIDE WAS WRITTEN BY A STAFF OF BUSINESS AND DISTRIBUTIVE EDUCATION PERSONNEL. IN ADDITION TO DEVELOPING A BASIC UNDERSTANDING OF AUTOMATIC DATA PROCESSING AND OF THE DATA FLOW THROUGH ELECTROMECHANICAL AND ELECTRONIC SYSTEMS, THE COURSE SHOULD ALSO SUGGEST THE SOCIAL IMPLICATIONS OF AUTOMATIC DATA PROCESSING, AND MOTIVATE ADULTS TOWARD FURTHER TRAINING. FIFTEEN SESSIONS ARE NEEDED TO COVER THE EIGHT LESSONS, WHICH ARE: (1) INTRODUCTION TO DATA PROCESSING, (2) THE PUNCHED CARD, (3) THE PUNCHED-CARD DATA PROCESSING SYSTEM, (4) ELECTRONIC DATA PROCESSING SYSTEMS, (5) DESIGNING, PROGRAMMING, AND USING AN ELECTRONIC COMPUTER SYSTEM, (6) COMPUTER USES, (7) RECENT DEVELOPMENTS, AND (8) THE IMPACT OF COMPUTERS ON OUR SOCIETY. EACH LESSON GIVES OBJECTIVES, CONTENT OUTLINE, AND TEACHING SUGGESTIONS AND REFERENCES. TEN MASTERS FOR TRANSPARENCIES, A BIBLIOGRAPHY, AND A LIST OF SOURCES OF AUDIOVISUAL AIDS ARE APPENDED. (CR)

VT 010 266

OFFICE PRACTICES, DESIGNED FOR STUDENTS ENROLLED IN BUSINESS AND OFFICE VOCATIONAL EDUCATION.

MISSOURI UNIV., COLUMBIA. INSTRUCTIONAL MATERIALS LAB. MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. VOCATIONAL EDUCATION DIV. INSTRUCTIONAL MATERIALS LABORATORY, UNIVERSITY OF MISSOURI, 8 INDUSTRIAL EDUCATION, COLUMBIA, MISSOURI 65201 (\$1.50). PUB DATE - JUL 69 117P.

DESCRIPTORS - *STUDY GUIDES; *OFFICE OCCUPATIONS EDUCATION; *OFFICE PRACTICE; *OFFICE OCCUPATIONS; COOPERATIVE PROGRAMS; *COOPERATIVE EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - DEVELOPED BY TEACHER EDUCATORS AND RESEARCH ASSISTANTS, THIS STUDY GUIDE FOR RELATED CLASSROOM INSTRUCTION IS FOR USE BY HIGH SCHOOL OR POST-SECONDARY STUDENTS ENROLLED IN COOPERATIVE OFFICE PRACTICE PROGRAMS. THE 180-HOUR SEQUENCE IS COVERED IN 21 UNITS, EACH PROVIDING DESCRIPTIVE TITLES SUGGESTING THE NATURE OF THE ASSIGNMENT, INTRODUCTORY MATERIAL ON THE SUBJECT AND WHY IT IS IMPORTANT, SPECIFIC ASSIGNMENTS, AND OBJECTIVE QUESTIONS FOR INDIVIDUAL STUDY OR TESTING. SOME OF THE 21 TOPICS COVERED ARE: (1) PUBLIC RELATIONS IN BUSINESS, (2) SECRETARIAL REFERENCES, (3) TECHNIQUES FOR WRITING BUSINESS LETTERS, (4) DICTATION AND TRANSCRIPTION, (5) CORRESPONDENCE FILING, (6) THE TELEGRAPH SYSTEM, (7) DATA PROCESSING, (8) TYPING LEGAL DOCUMENTS, (9) STENCIL DUPLICATION, AND (10) OFFSET, PHOTOCOPY, AND OTHER PROCESSES. THE COURSE INSTRUCTOR SHOULD BE A QUALIFIED COORDINATOR OR INSERVICE

INSTRUCTOR, AND STUDENTS MUST BE AT LEAST HIGH SCHOOL SENIORS WHO HAVE COMPLETED A BASIC BUSINESS OCCUPATIONS COURSE AS PREREQUISITE. SUPPLEMENTARY MATERIALS NECESSARY FOR PRESENTING THE COURSE MAY BE OBTAINED FROM THE SOURCE OF AVAILABILITY LISTED FOR THIS DOCUMENT. (AW)

VT 010 465

WOLF, WILLIAM J.

DATA PROCESSING, A COURSE OF STUDY.

RUTGERS, THE STATE UNIVERSITY, NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.
DIV. OF VOCATIONAL EDUCATION
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY,
RUTGERS UNIVERSITY, 10 SEMINARY PLACE, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.00).
PUB DATE - JAN67 44P.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING GUIDES; TEACHING TECHNIQUES; *DATA PROCESSING; *COURSE CONTENT; CAREER OPPORTUNITIES; SECONDARY GRADES

ABSTRACT - DEVELOPED BY A HIGH SCHOOL DATA PROCESSING TEACHER, THIS GUIDE IS DESIGNED TO HELP TEACHERS IMPLEMENT A COURSE IN PROCESSING DATA BY MEANS OF MECHANICAL AND/OR ELECTRONIC EQUIPMENT TO TRAIN STUDENTS FOR ENTRY LEVEL JOBS IN DATA PROCESSING. TOPICS OF THE CONTENT OUTLINE ARE: (1) DEFINITION OF DATA PROCESSING, (2) DATA PROCESSING CYCLE, (3) HISTORY AND EARLY DEVELOPMENT, (4) EVALUATION OF DATA PROCESSING EQUIPMENT, (5) INPUT MEDIA FOR PROCESSING DATA, (6) PROCESSING DATA BY UNIT RECORD PUNCH CARD EQUIPMENT, (7) UNIT RECORD PUNCH CARD EQUIPMENT MACHINE OPERATIONS, (8) ELEMENTS OF AN ELECTRONIC DATA PROCESSING SYSTEM, (9) BUSINESSES EMPLOYING DATA PROCESSING SYSTEMS, (10) GENERAL APPLICATION AREAS OF DATA PROCESSING, AND (11) EMPLOYMENT OPPORTUNITIES. OBJECTIVES, A SAMPLE UNIT, SUGGESTED TEACHING TECHNIQUES AND AIDS, ENRICHMENT ACTIVITIES, EVALUATION, TEXTBOOK LIST, EQUIPMENT AND SUPPLIES, AND BIBLIOGRAPHY ARE INCLUDED. THE TEACHER FOR THIS COURSE SHOULD BE A BUSINESS TEACHER WITH AN EXTENSIVE COMMERCIAL ORIENTATION. (SB)

VT 010 558 ED 037 566

INSTRUCTIONAL MATERIALS FOR ADULT BUSINESS AND DISTRIBUTIVE EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT
PUBLICATION DISTRIBUTING UNIT, NEW YORK STATE EDUCATION DEPARTMENT, EDUCATION BUILDING, ALBANY, NEW YORK 12224.
PUB DATE - 69 81P.

DESCRIPTORS - *AUDIOVISUAL AIDS; *ADULT EDUCATION; *BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; *ANNOTATED BIBLIOGRAPHIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY OF INSTRUCTIONAL AIDS IS FOR TEACHER-COORDINATOR USE IN SUPPLEMENTING A COURSE OF INSTRUCTION IN ADULT BUSINESS AND DISTRIBUTIVE EDUCATION. THE BIBLIOGRAPHY IS ARRANGED BY SUBJECT

AREAS, WITH FILMS, FILMSTRIPS, TRANSPARENCIES, CHARTS, TAPES, AND RECORDS LISTED FOR EACH AREA. SUBJECT AREAS ARE: ACCOUNTING AND BOOKKEEPING, BANKING AND FINANCE, BUSINESS AND ECONOMICS, BUSINESS SKILLS, CONSUMER EDUCATION, DISTRIBUTIVE EDUCATION, INDUSTRIAL MANAGEMENT, INSURANCE, LAW, OFFICE MACHINES, PERSONNEL MANAGEMENT, STENOGRAPHY, TRANSPORTATION, TYPING, AND VOCATIONAL GUIDANCE. UNLESS OTHERWISE SPECIFIED ALL FILMS ARE 16 MILLIMETER AND ALL FILMSTRIPS ARE 35 MILLIMETER. THE SOURCE FOR PURCHASE, FREE DISTRIBUTION, OR RENTAL IS GIVEN BY CODE. NAMES AND ADDRESSES OF PRODUCERS AND DISTRIBUTORS ARE LISTED ALPHABETICALLY. (CH)

VT 010 600

BUSINESS EDUCATION CURRICULUM GUIDE.

MAINE BUSINESS EDUCATION ADVISORY COMMITTEE
MAINE STATE DEPT. OF EDUCATION, AUGUSTA.
BUREAU OF VOCATIONAL EDUCATION
CONSULTANT, BUSINESS EDUCATION, BUREAU OF VOCATIONAL EDUCATION, STATE DEPARTMENT OF EDUCATION, EDUCATION BUILDING, AUGUSTA, MAINE 04330.
PUB DATE - 67 55P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *PROGRAM CONTENT; *BUSINESS SUBJECTS; SECONDARY GRADES; COOPERATIVE EDUCATION; ADMINISTRATOR ROLE; STUDENT ORGANIZATIONS; EVALUATION CRITERIA; FINANCIAL SUPPORT; EDUCATIONAL EQUIPMENT

ABSTRACT - FOR USE IN PLANNING HIGH SCHOOL BUSINESS EDUCATION PROGRAMS, THIS GUIDE INCLUDES PROGRAM OUTLINES FOR SECRETARIAL, BUSINESS ADMINISTRATION, AND CLERICAL PROGRAMS FOR GRADES 9-12. THE COURSE OUTLINES, WHICH INCLUDE AIM, OBJECTIVES, TIME REQUIREMENT, GRADE PLACEMENT, AND PREREQUISITES, ARE PRESENTED FOR 18 BUSINESS SUBJECTS. RELATED INFORMATION IS PROVIDED FOR PROFESSIONAL GROWTH, STUDENT WORK EXPERIENCE, CO-CURRICULAR ACTIVITIES, YOUTH CLUBS, THE ROLE OF THE DEPARTMENT CHAIRMAN, AND CRITERIA FOR APPROVAL OF VOCATIONAL BUSINESS EDUCATION PROGRAMS. (CH)

VT 010 611

BUSINESS AND OFFICE EDUCATION: BEFORE AND AFTER IN INDIANA.

INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS
PUB DATE - ND 15P.

DESCRIPTORS - BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *HIGH SCHOOL CURRICULUM; TIME BLOCKS; *COOPERATIVE EDUCATION; BUSINESS SUBJECTS; STATE PROGRAMS; PROGRAM IMPROVEMENT; PROGRAM DESCRIPTIONS IDENTIFIERS - INDIANA; INTENSIVE OFFICE LABORATORY

ABSTRACT - IMPROVEMENTS IN BUSINESS AND OFFICE EDUCATION WERE REALIZED IN INDIANA THROUGH THE INTRODUCTION OF COOPERATIVE EDUCATION PROGRAMS AND BLOCK TIME TEACHING IN OFFICE LABORATORIES DESIGNED TO BE COMPARABLE TO MODERN BUSINESS OFFICES. THE IMPROVEMENTS

ARE LISTED IN DETAIL FOR THE PUPIL, THE PARENT, THE SCHOOL, AND THE EMPLOYER. THE BUSINESS AND OFFICE EDUCATION CURRICULUM FOR INDIANA IS SHOWN AS FOLLOWS: GRADE 9, GENERAL BUSINESS; GRADE 10, TYPING I; GRADE 11, TYPING II, SPORTHAND I, AND MACHINE CALCULATION; GRADE 12, SPORTHAND II, AND INTENSIVE OFFICE LABORATORY OR COOPERATIVE OFFICE EDUCATION. THE COURSE SEQUENCE CAN BE MODIFIED TO FACILITATE A CURRICULAR SPECIALTY OR SPECIAL STUDENT NEEDS. AS A COMPARISON WITH INDIANA'S PROGRAM, THE BUSINESS AND OFFICE EDUCATION CURRICULUM OF SEVEN OTHER STATES ARE LISTED SHOWING GRADE LOCATION AND CURRICULUM SEQUENCE. BROCHURES DESCRIBING THE INTENSIVE OFFICE LABORATORY AND COOPERATIVE OFFICE EDUCATION PROGRAMS ARE ATTACHED. (CH)

VT 010 615

VOCATIONAL OFFICE EDUCATION IN FLORIDA HIGH SCHOOLS.

FLORIDA STATE DEPT. OF EDUCATION,
TALLAHASSEE, DIV. OF VOCATIONAL, TECHNICAL,
AND ADULT EDUCATION.
BULLETIN 73H-5-REVISED
PUB DATE - JUL68 134P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION;
*HIGH SCHOOL CURRICULUM; *CURRICULUM GUIDES;
*ADMINISTRATOR GUIDES; STATE PROGRAMS;
PROGRAM DESCRIPTIONS; TIME BLOCKS; TEACHER
CERTIFICATION; RECORDS (FORMS); INSTRUCTIONAL
MATERIALS; ANNOTATED BIBLIOGRAPHIES;
*TEACHING GUIDES
IDENTIFIERS - FLORIDA

ABSTRACT - FLORIDA'S VOCATIONAL OFFICE EDUCATION PROGRAM IS ORGANIZED INTO TWO APPROACHES. IN THE "DIRECTING TIME" APPROACH, STUDENTS FOLLOW A PLANNED SEQUENCE LEADING TO CAREER OBJECTIVES IN CLERICAL, SECRETARIAL, BOOKKEEPING, OR AUTOMATION AND DATA PROCESSING. THE "BLOCK TIME" APPROACH OUTLINES A 3-HOUR SECRETARIAL BLOCK OR A 2-HOUR CLERICAL BLOCK IN WHICH COURSE CONTENT IS LISTED FOR EACH SUBJECT. SEVERAL SAMPLE UNITS ARE OFFERED DEMONSTRATING THE INTEGRATION OF DIFFERENT SKILLS, SUCH AS ENGLISH, TYPEWRITING, DICTATION, FILING, AND MAILING. MINIMUM REQUIREMENTS FOR TEACHER CERTIFICATION ARE OUTLINED AS WELL AS DETAILED CRITERIA FOR THE SELECTION OF PROSPECTIVE STUDENTS. COPIES OF FORMS USED AT THE STATE AND LOCAL LEVELS ARE APPENDED. ALSO APPENDED IS A 79-ITEM ANNOTATED BIBLIOGRAPHY OF INSTRUCTIONAL MATERIALS WITH AN ADDITIONAL 70 CITATIONS OF REFERENCE MATERIALS, PERIODICALS, AND FILMS. (CH)

VT 010 734

INTRODUCTION TO PROGRAMMING PDP-8 FAMILY COMPUTERS. SMALL COMPUTER HANDBOOK SERIES.

DIGITAL EQUIPMENT CORP., MAYNARD, MASS.
SOFTWARE WRITING GROUP
DIGITAL EQUIPMENT CORPORATION, 146 MAIN
STREET, MAYNARD, MASSACHUSETTS 01754 (\$2.00).
PUB DATE - 69 424P.

DESCRIPTORS - *PROGRAMING; *PROGRAMING
LANGUAGES; *DIGITAL COMPUTERS; *TEXTBOOKS;
INSTRUCTIONAL MATERIALS; GLOSSARIES

ABSTRACT - THIS TEXT, TO BE USED BY STUDENTS, PROGRAMING TRAINEES, AND EXPERIENCED PROGRAMERS, OFFERS TWO APPROACHES TO LEARNING COMPUTER PROGRAMING: (1) LEARNING TO PROGRAM IN MACHINE LANGUAGE BY LEARNING TO WRITE PROGRAMS USING THE INSTRUCTIONS THAT THE COMPUTER WAS BUILT TO PERFORM, AND (2) LEARNING TO PROGRAM IN A COMMON PROGRAMING LANGUAGE THAT USES MANY ENGLISH WORDS AND STANDARD MATHEMATICAL NOTATIONS, SUCH AS FORTRAN, ALGOL OR FORAL. AN INTRODUCTORY TEXT TO MACHINE LANGUAGE PROGRAMING IS FOLLOWED BY A DESCRIPTION OF SYSTEM SOFTWARE DESIGNED TO SIMPLIFY THE TASKS OF WRITING, EDITING, ASSEMBLING, COMPILING, DEBUGGING, AND RUNNING USER PROGRAMS. A DETAILED INDEX/GLOSSARY, A SUMMARY OF INSTRUCTIONS, ANSWERS TO SELECTED EXERCISES, AND TABLES OF CONVERSION CODES ARE APPENDED. (CH)

VT 010 747

SECRETARIAL TECHNIQUES, STUDENT MANUAL.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C.
COMMUNICATIONS AND OFFICE SKILLS TRAINING
CENTER
PUB DATE - 69 103P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS;
*SECRETARIES; *OFFICE PRACTICE; *TECHNIQUES;
CHARTS; RECORDS (FORMS); QUESTIONNAIRES
IDENTIFIERS - *STUDENT MANUAL

ABSTRACT - FOR STUDENT USE IN A 5-DAY WORKSHOP TO DEVELOP UNDERSTANDINGS OF THE ROLE AND FUNCTION OF SECRETARIES IN OFFICE PRACTICE, THIS MANUAL ADDRESSES THE FOLLOWING AREAS: SECRETARIAL PERFORMANCE AND RESPONSIBILITY, SECRETARIAL COMMUNICATIONS, SECRETARIAL HUMAN RELATIONS, SECRETARIAL LEADERSHIP, AND SECRETARIAL SUCCESS. THE DOCUMENT IS ILLUSTRATED WITH LINE DRAWINGS AND CHARTS AND INCLUDES THE FORMS REQUIRED FOR MAKING USE OF THE SUGGESTIONS OFFERED. A BIBLIOGRAPHY IS APPENDED. (CH)

VT 010 773

ADMINISTRATIVE HANDBOOK FOR BUSINESS AND DISTRIBUTIVE EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ROOM 169, EDUCATION
BUILDING, ALBANY, NEW YORK 12224 (\$1.50).
PUB DATE - 64 60P.

DESCRIPTORS - *BUSINESS EDUCATION;
*DISTRIBUTIVE EDUCATION; *ADMINISTRATOR
GUIDES; EDUCATIONAL GUIDANCE; *MANUALS;
BUSINESS SUBJECTS; DEGREE REQUIREMENTS; CORE
CURRICULUM; SECONDARY EDUCATION; POST
SECONDARY EDUCATION
IDENTIFIERS - NEW YORK

ABSTRACT - TO ASSIST SECONDARY SCHOOL OFFICIALS IN DEVELOPING AND MAINTAINING STRONG BUSINESS EDUCATION PROGRAMS, THIS HANDBOOK PRESENTS ESSENTIAL INFORMATION ABOUT BUSINESS AND DISTRIBUTIVE EDUCATION PROGRAMS FOR HIGH SCHOOL STUDENTS AND FOR ADULTS IN NEW YORK STATE. APPROVED BUSINESS SUBJECTS

ARE LISTED AS WELL AS REQUIREMENTS FOR DIFFERENT KINDS OF STATE BUSINESS DIPLOMAS, THE APPROVED MAJOR BUSINESS SEQUENCES, SUGGESTED SPECIAL BUSINESS PROGRAMS, AND SEQUENCES FOR SMALL HIGH SCHOOLS. RECOMMENDATIONS ARE MADE CONCERNING THE SCHEDULING OF VOCATIONAL BUSINESS SUBJECT OFFERINGS, COOPERATIVE AND WORK EXPERIENCE PROGRAMS, BUSINESS AND DISTRIBUTIVE EDUCATION CLUBS, AND MEANS OF IMPROVED COOPERATION BETWEEN GUIDANCE AND BUSINESS EDUCATION DEPARTMENTS. REGISTERED AND APPROVED PRIVATE BUSINESS SCHOOLS, 2-YEAR COLLEGES, 4-YEAR COLLEGES, AND UNIVERSITIES OFFERING BUSINESS EDUCATION COURSES IN NEW YORK STATE ARE BRIEFLY DESCRIBED BUT NOT LISTED. (CH)

VT 010 774

BOOKKEEPING MOTIVATION DEVICES. SERVICE BULLETIN NO. 10.

MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION, CORPUS CHRISTI, TEX. EXECUTIVE SECRETARY, MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION, DEL MAR COLLEGE, CORPUS CHRISTI, TEXAS 78404. PUB DATE - 67 16P.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *BOOKKEEPING; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES

ABSTRACT - DEVICES TO MOTIVATE BOOKKEEPING STUDENTS INCLUDE: (1) BOOKKEEPING PUZZLEGRAMS, (2) HIDDEN TERMS, (3) SCRAMBLEGRAM, (4) ILLUSTRATION OF DEBIT AND CREDIT CONCEPT, (5) WORK SHEET PREPARATION GAME, (6) INCOMPLETE STATEMENTS, (7) BOOKKEEPING CYCLE CHART, (8) CLOSING TIME POSTERS, (9) DEPRECIATION VISUALIZED, (10) "ACE" AND "LIP" ACCOUNTS, (11) "ALP" AND "ICE" ACCOUNTS, (12) ARITHMETIC QUICKIES, AND (13) FLASH CARD IDEAS. EXAMPLES OF THE DEVICES AND SUGGESTIONS FOR THEIR USE ARE INCLUDED. (SR)

VT 010 775

TYPEWRITING. SERVICE BULLETIN NO. 1.

MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION, CORPUS CHRISTI, TEX. EXECUTIVE SECRETARY, MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION, DEL MAR COLLEGE, CORPUS CHRISTI, TEXAS 78404. PUB DATE - ND 5P.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *TYPEWRITING; *TEACHING TECHNIQUES

ABSTRACT - SUGGESTIONS IN THIS PAMPHLET FOR TYPEWRITING TEACHERS ARE LISTED UNDER THESE TOPICS: (1) ENCOURAGING GOOD POSTURE, (2) CHECKING TYPEWRITER TABLE HEIGHT, (3) CHECKING FOR PROPER LIGHTING, (4) USING A DEMONSTRATION STAND, (5) HAVING STUDENTS CHART THEIR PROGRESS, (6) USING A POSITIVE APPROACH IN TEACHING, (7) CONDUCTING INTERESTING CLASSES, AND (8) MAKING TYPEWRITERS AVAILABLE FOR PERSONAL USE. (SR)

VT 010 776

YOUR BUSINESS TEACHING. SERVICE BULLETIN NO.

6.

MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION, CORPUS CHRISTI, TEX. EXECUTIVE SECRETARY, MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION, DEL MAR COLLEGE, CORPUS CHRISTI, TEXAS 78404. PUB DATE - ND 7P.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *AUDIOVISUAL AIDS; *TEACHING TECHNIQUES

ABSTRACT - THIS PAMPHLET CONTAINS SUGGESTIONS FOR EFFECTIVE USE IN BUSINESS CLASSES OF THESE AUDIOVISUAL AIDS: (1) BULLETIN BOARD, (2) CHALKBOARD, (3) FLASH CARDS, (4) FILMS AND FILMSTRIPS, (5) FLANNEL BOARD, AND (6) OVERHEAD AND OPAQUE PROJECTORS. SOURCES OF FILMS AND FILMSTRIPS ARE LISTED. (SR)

VT 010 941

HOW TO TRAIN BANK EMPLOYEES.

ARGYLE ANALEARN ASSOCIATES, NEW YORK, N.Y. ARGYLE ANALEARN ASSOCIATES, 235 PARK AVENUE SOUTH, NEW YORK, NEW YORK 10003 (\$10.00). PUB DATE - 69 170P.

DESCRIPTORS - *PROGRAMED TEXTS; *BUSINESS EDUCATION; *ADULT VOCATIONAL EDUCATION; *SUPERVISORY METHODS; BANKING; *SUPERVISORS; TRAINING TECHNIQUES

ABSTRACT - WITH SELF-INSTRUCTION IN TRAINING BANK EMPLOYEES. INSTRUCTIONS TO THE STUDENT ARE FOLLOWED BY FOUR SECTIONS, COVERING: (1) DETERMINING TRAINING STEPS, GIVING THE TRAINEE AN OVERVIEW, AND TRAINING INDIVIDUALS TO CARRY OUT TASKS, (2) LEARNING WHAT THE COURSE IS ABOUT AND FOR WHOM IT IS WRITTEN, (3) DETERMINING TRAINING NEEDS, ESTABLISHING SEQUENCE OF TASKS TO BE TAUGHT, AND PREPARING FOR BOTH TRAINEE AND REFRESHER COURSES, AND (4) EVALUATING TRAINEES AND FOLLOWUP. THE TEXT FORMAT CONSISTS OF STATEMENTS OF FACT FOLLOWED BY QUESTIONS OR COMPLETION EXERCISES IN THE FIRST COLUMN OF EACH PAGE WITH THE CORRECT RESPONSE GIVEN IN THE NEXT COLUMN. SEVERAL SAMPLE FORMS AND INFORMATION SHEETS, A SAMPLE EXAMINATION AND ANSWER KEY, AND A LIST OF OTHER AVAILABLE SELF-INSTRUCTION PROGRAMS ARE PROVIDED. (AW)

VT 010 971 ED 042 004

GENTLE, EDGAR C., JR., ED. DATA COMMUNICATIONS IN BUSINESS. AN INTRODUCTION.

AMERICAN TELEPHONE AND TELEGRAPH COMPANY, NEW YORK, N.Y. PUBLISHERS SERVICE COMPANY, ROOM 600, 75 VARICK STREET, NEW YORK, NEW YORK 10013 (\$2.00 PAPER, \$4.00 HARD COVER). PUB DATE - 68 170P.

DESCRIPTORS - *BUSINESS EDUCATION; *COMMUNICATIONS; INFORMATION SYSTEMS; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; DATA PROCESSING; *MANAGERIAL OCCUPATIONS; *ELECTRONIC EQUIPMENT

ABSTRACT - THIS BASIC TEXT FOR STUDENTS IN

BUSINESS ADMINISTRATION AND BUSINESS EDUCATION WAS PREPARED BY PERSONNEL OF THE AMERICAN TELEPHONE AND TELEGRAPH COMPANY WITH THE HELP OF AN EDUCATIONAL ADVISORY PANEL. FUNDAMENTAL CONCEPTS OF DATA COMMUNICATIONS ARE PRESENTED AS A MEANS OF KEEPING ABREAST OF THE INFORMATION EXPLOSION AND AS A BASIS FOR MAKING SOUND DECISIONS. THREE CASE STUDIES, SUPPLEMENTARY INFORMATION ON TRANSMISSION EQUIPMENT, COMMUNICATION SERVICES AND SWITCHING, A GLOSSARY, AND A BIBLIOGRAPHY ACCOMPANY THE FIVE CHAPTERS OF THE TEXT WHICH ARE: (1) THE MEANING OF DATA PROCESSING, (2) THE ROLE OF DATA COMMUNICATIONS, (3) DATA COMMUNICATIONS IN MANAGEMENT, (4) COMMUNICATIONS PROBLEMS IN INFORMATION SYSTEMS, AND (5) PLANNING A DATA COMMUNICATIONS SYSTEM. ALSO INCLUDED ARE ILLUSTRATIONS OF THE FLOW OF INFORMATION AND PICTURES OF COMMUNICATIONS EQUIPMENT. (JS)

VT 011 127
CURRICULUM GUIDE FOR GREGG SHORTHAND I,
DIAMOND JUBILEE SERIES.

KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT.
BUREAU OF VOCATIONAL EDUCATION.
DIVISION OF BUSINESS AND OFFICE EDUCATION,
KENTUCKY STATE DEPARTMENT OF EDUCATION,
FRANKFORT, KENTUCKY 40601 (NO CHARGE).
PUB DATE - 68 69P.

DESCRIPTORS - *BUSINESS EDUCATION;
*CURRICULUM GUIDES; SECONDARY SCHOOLS;
*TEACHING TECHNIQUES; STANDARDS; STUDENT
MOTIVATION; *RESOURCE MATERIALS; *COURSE
ORGANIZATION

ABSTRACT - THIS CURRICULUM GUIDE WAS DEVELOPED TO ASSIST TEACHERS IN THE PRESENTATION OF BEGINNING SHORTHAND AND IN THE ESTABLISHMENT OF MINIMUM STANDARDS OF ACHIEVEMENT. DEVELOPED BY BUSINESS EDUCATION PERSONNEL, THE GUIDE DESCRIBES BEGINNING SHORTHAND AS VOCATIONAL IN NATURE AND RECOMMENDS THAT IT BE OFFERED TO ELEVENTH-GRADE STUDENTS HAVING AT LEAST A "C" OVERALL AVERAGE. THE GUIDE ALSO PRESENTS: (1) GENERAL AND SPECIFIC OBJECTIVES FOR THE COURSE, (2) A CONTENT OUTLINE, (3) PSYCHOLOGICAL PRINCIPLES OF SKILL BUILDING, (4) LESSON PLANS AND SUGGESTED TEACHING METHODS AND TECHNIQUES, (5) SOURCES OF MOTIVATIONAL DEVICES, AUDIO-VISUAL AIDS, AND SUPPLEMENTARY MATERIALS, (6) TESTING PROCEDURES, AND (7) A BIBLIOGRAPHY. (JS)

VT 011 128
CURRICULUM GUIDE FOR SECOND-YEAR BOOKKEEPING.

KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT.
DIV. OF BUSINESS AND OFFICE EDUCATION.
DIVISION OF BUSINESS AND OFFICE EDUCATION,
KENTUCKY STATE DEPARTMENT OF EDUCATION,
FRANKFORT, KENTUCKY 40601 (NO CHARGE).
PUB DATE - 67 36P.

DESCRIPTORS - *CURRICULUM GUIDES; *PROGRAM
GUIDES; *BUSINESS EDUCATION; SECONDARY
SCHOOLS; *RESOURCE MATERIALS; *BOOKKEEPING;
BIBLIOGRAPHIES; EDUCATIONAL EQUIPMENT

ABSTRACT - MEMBERS OF A GRADUATE CLASS

PREPARED THIS CURRICULUM GUIDE TO OFFER TEACHING SUGGESTIONS AND GUIDELINES FOR A SECOND YEAR BOOKKEEPING COURSE. FOLLOWING THE COURSE INTRODUCTION AND OBJECTIVES ARE 10 UNIT OUTLINES INCLUDING: (1) REVIEW OF THE BOOKKEEPING CYCLE, (2) INTERPRETING FINANCIAL STATEMENTS, (3) PARTNERSHIP ACCOUNTING, (4) CORPORATION ACCOUNTING, AND (5) MANUFACTURING AND COST ACCOUNTING. THE GUIDE ALSO ESTIMATES TEACHING TIME AND SUGGESTS A CURRICULUM FOR THE ACCOUNTING-JUNIOR MANAGEMENT PROGRAMS, A BOOKKEEPING ROOM LAYOUT, EQUIPMENT AND SUPPLIES, AND RESOURCE MATERIALS. A REACTION FORM IS INCLUDED TO ENCOURAGE CONSTRUCTIVE CRITICISM FROM THOSE USING THE GUIDE. (JS)

VT 011 134 ED 039 363
SUPERVISORY AND ADMINISTRATIVE MANAGEMENT
OCCUPATIONS; A SUGGESTED CURRICULUM GUIDE.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
OE-86012
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(HE5.286:86012, \$2.00).
PUB DATE - 70 212P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE
OCCUPATIONS EDUCATION; *SUPERVISORY TRAINING;
*MANAGEMENT EDUCATION; UNIT PLAN; COURSE
CONTENT; INSTRUCTIONAL MATERIALS; EDUCATIONAL
EQUIPMENT; FEDERAL LEGISLATION; EMPLOYMENT
QUALIFICATIONS; OCCUPATIONAL INFORMATION;
BIBLIOGRAPHIES
IDENTIFIERS - DICTIONARY OF OCCUPATIONAL
TITLES; DET

ABSTRACT - THE IMPLEMENTATION OF INSTRUCTION IN VOCATIONAL, ADULT, AND CONTINUING EDUCATION, AS PRESCRIBED IN RECENT FEDERAL LEGISLATION, WILL BE FACILITATED BY THIS CURRICULUM GUIDE. THE SPECIFIC FOCUS IS ON VOCATIONAL OFFICE EDUCATION PROGRAMS IN SUPERVISORY AND ADMINISTRATIVE OCCUPATIONS. THE GUIDE CONTAINS SUGGESTED TEACHING UNITS FOR 17 AREAS OF GENERAL OFFICE EDUCATION, 22 AREAS OF SPECIALIZED OFFICE EDUCATION, AND 11 AREAS OF ADMINISTRATIVE OFFICE EDUCATION. EACH UNIT INCLUDES THE TOTAL HOURS REQUIRED FOR TEACHING THE UNIT, TEACHING SUGGESTIONS, STANDARDS OF ACHIEVEMENT, AND A TOPICAL OUTLINE. THE UNITS ARE CLASSIFIED ACCORDING TO THE DICTIONARY OF OCCUPATIONAL TITLES. THE GUIDE INCLUDES INFORMATION ON JOB DESCRIPTIONS, OCCUPATIONAL PREREQUISITES, SUGGESTED TRAINING, SELECTION, GUIDANCE, AND COUNSELING. ALSO, THE INCLUSION OF OCCUPATIONAL AND TRAINING ANALYSIS AND CURRICULUM SYNOPSIS MAKES THIS GUIDE A USEFUL TOOL FOR TEACHERS, COUNSELORS AND ADMINISTRATORS. SOURCES OF EDUCATIONAL MATERIALS AND A BIBLIOGRAPHY OF INSTRUCTIONAL AND REFERENCE MATERIALS ARE APPENDED. (CH)

VT 011 140 ED 039 365
INFORMATION COMMUNICATION OCCUPATIONS. A
SUGGESTED CURRICULUM GUIDE.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
BUREAU OF ADULT, VOCATIONAL, AND LIBRARY
PROGRAMS
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT

PRINTING OFFICE, WASHINGTON, D.C. 20402
(HE5.286:86013, \$1.50).
PUB DATE - 70 154P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION;
*CURRICULUM GUIDES; *COURSE CONTENT; *ENTRY
WORKERS; *ADULT EDUCATION; OCCUPATIONAL
CLUSTERS; EDUCATIONAL EQUIPMENT;
INSTRUCTIONAL MATERIALS; OCCUPATIONAL
INFORMATION; BIBLIOGRAPHIES
IDENTIFIERS - *COMMUNICATION OCCUPATIONS;
DICTIONARY OF OCCUPATIONAL TITLES; DCT

ABSTRACT - THE IMPLEMENTATION OF INSTRUCTION
FOR A VARIETY OF VOCATIONAL EDUCATION AND
MANPOWER NEEDS CAN BE FACILITATED BY THIS
CURRICULUM GUIDE. THE GUIDE INCLUDES TEACHING
UNITS FOR 16 AREAS OF GENERAL OFFICE
EDUCATION, EIGHT AREAS OF SPECIALIZED OFFICE
EDUCATION, AND THREE AREAS OF ADMINISTRATIVE
OFFICE EDUCATION. EACH UNIT INCLUDES THE TIME
REQUIRED FOR TEACHING THE UNIT, TEACHING
SUGGESTIONS, STANDARDS OF ACHIEVEMENT, AND A
TOPICAL OUTLINE. STUDY UNITS ARE GROUPED FOR
DEVELOPING PROFICIENCIES IN 12 OCCUPATIONAL
CLUSTERS OR FAMILIES WHICH ARE CLASSIFIED
ACCORDING TO THE DICTIONARY OF OCCUPATIONAL
TITLES. CURRICULUM SYNOPSIS SHOW TYPICAL
FULLTIME TRAINING PROGRAMS FOR ENTRY LEVEL
OCCUPATIONS AND FOR FOUNDATIONS IN
SPECIALIZED INFORMATION COMMUNICATION
OCCUPATIONS. THE UNITS ARE ADAPTABLE TO
REFRESHER AND UPGRADING PROGRAMS FOR ADULTS.
SOURCES OF EDUCATIONAL MATERIALS AND A
BIBLIOGRAPHY OF INSTRUCTIONAL AND REFERENCE
MATERIALS ARE APPENDED. (CH)

VT 011 142

MORRISON, LEGER R.
TYPEWRITING FOR BUSINESS; TYPEWRITING BY A
WHOLE (GESTALT) METHOD. TEACHER'S MANUAL AND
KEY.

PROGRAMS FOR ACHIEVEMENT IN READING, INC.,
PROVIDENCE, R.I.
PROGRAMS FOR ACHIEVEMENT IN READING, INC.,
ABBOTT PARK PLACE, PROVIDENCE, RHODE ISLAND
02903 (\$2.50).
PUB DATE - 68 65P.

DESCRIPTORS - *TEACHING GUIDES; *TYPISTS;
*TYPEWRITING; *OFFICE OCCUPATIONS EDUCATION;
BUSINESS EDUCATION; BUSINESS SKILLS;
CLASSROOM MATERIALS; *TEACHING METHODS

ABSTRACT - THE MANUAL BRIEFLY OUTLINES FOR
THE TEACHER THE PHILOSOPHY OF THE GESTALT
METHOD AND GIVES HELPFUL SUGGESTIONS ON
GRADING, TESTING, AND METHODS OF PRESENTING
THE MATERIAL TO THE STUDENT. IT INCLUDES A
TENTATIVE TIME SCHEDULE, CLASS EXERCISES AND
PROBLEMS, AND TESTING AND GRADING
SUGGESTIONS. THIS MANUAL IS PART OF A SET
THAT INCLUDES A STUDENT TEXT (VT 011 145) AND
TIMED WRITINGS (VT 011 143), BOTH IN THIS
ISSUE, AND A WORKBOOK OF BLANK FORMS,
AVAILABLE FROM THE SOURCE LISTED ABOVE. (JS)

VT 011 143

TIMED WRITING, NO. 1-7.

PROGRAMS FOR ACHIEVEMENT IN READING, INC.,
PROVIDENCE, R.I.

PROGRAMS FOR ACHIEVEMENT IN READING, INC.,
ABBOTT PARK PLACE, PROVIDENCE, RHODE ISLAND
02903 (NO CHARGE).
PUB DATE - 68 8P.

DESCRIPTORS - *CLASSROOM MATERIALS;
*TYPEWRITING; *TYPISTS; *OFFICE OCCUPATIONS
EDUCATION; INSTRUCTIONAL MATERIALS; BUSINESS
EDUCATION; BUSINESS SKILLS; *TESTS

ABSTRACT - THESE TIMED WRITINGS WERE PREPARED
AS CLASSROOM MATERIALS TO BE USED IN TEACHING
BEGINNING AND ADVANCED TYPEWRITING AS PART OF
A SET THAT INCLUDES A STUDENT TEXT (VT 011
145) AND A TEACHER'S MANUAL (VT 011 142),
BOTH IN THIS ISSUE, AND A WORKBOOK OF BLANK
FORMS, AVAILABLE FROM THE SOURCE LISTED
ABOVE. (JS)

VT 011 145

MORRISON, LEGER R.
TYPEWRITING FOR BUSINESS; TYPEWRITING BY A
WHOLE (GESTALT) METHOD.

PROGRAMS FOR ACHIEVEMENT IN READING, INC.,
PROVIDENCE, R.I.
PROGRAMS FOR ACHIEVEMENT IN READING, INC.,
ABBOTT PARK PLACE, PROVIDENCE, RHODE ISLAND
02903 (\$5.95).
PUB DATE - 68 182P.

DESCRIPTORS - *TYPEWRITING; *OFFICE
OCCUPATIONS EDUCATION; *TEXTBOOKS; TEACHING
METHODS; *BUSINESS EDUCATION; *CLASSROOM
MATERIALS; BUSINESS SKILLS; *TYPISTS

ABSTRACT - THIS STUDENT MANUAL WAS DEVELOPED
BY A PROFESSOR OF EDUCATION FOR BEGINNING AND
ADVANCED TYPEWRITING STUDENTS. THE FIRST HALF
OF THE MANUAL, WHICH IS SET UP IN A NOTEBOOK
FORMAT FOR EASY USE AT THE TYPEWRITER, IS
DEVOTED TO LEARNING THE KEYS. THE REMAINDER
OF THE DOCUMENT COVERS TECHNICAL DETAILS SUCH
AS TABULATION AND CENTERING, AND THE FORMAT
AND STYLE WHICH SHOULD BE USED FOR VARIOUS
TYPES OF BUSINESS LETTER, MEMORANDUMS AND
INVOICES. INSTRUCTORS, ILLUSTRATIONS, DRILLS,
PROBLEMS, AND TESTS FACILITATE THE LEARNING
PROCESS. THIS MANUAL IS PART OF A SET WHICH
ALSO INCLUDES A TEACHER'S MANUAL (VT 011 142)
AND TIMED WRITINGS (VT 011 143), BOTH IN THIS
ISSUE, AND A WORKBOOK OF BLANK FORMS,
AVAILABLE FROM THE SOURCE LISTED ABOVE. (JS)

VT 011 151

PHONICS REVIEW FOR SHORTHAND.

PROGRAMS FOR ACHIEVEMENT IN READING, INC.,
PROVIDENCE, R.I.
PROGRAMS FOR ACHIEVEMENT IN READING, INC.,
ABBOTT PARK PLACE, PROVIDENCE, RHODE ISLAND
02903 (\$1.50).
PUB DATE - 66 25P.

DESCRIPTORS - *STUDY GUIDES; *PHONICS;
*STENOGRAPHY; TESTS; WORKBOOKS; *OFFICE
OCCUPATIONS EDUCATION; *SECRETARIES; UNITS OF
STUDY (SUBJECT FIELDS)

ABSTRACT - THIS STUDENT MANUAL WAS DEVELOPED
BY BUSINESS EDUCATION AND READING PERSONNEL
TO HELP STUDENTS ACHIEVE SUCCESS IN LEARNING
SHORTHAND. THE MANUAL BEGINS WITH A PHONETICS

EVALUATION TEST AND IS FOLLOWED BY SIX LESSONS THAT REVIEW CONSONANT PLEADS, DIPHTHONGS, AND OTHER AREAS OF PHONICS. THE MANUAL WAS PREPARED ON THE WORKBOOK FORMAT INCLUDING EXERCISES FOR CLASSROOM USE OR HOME ASSIGNMENTS. THIS MATERIAL CAN BE USED IN ANY SHORTHAND CLASS AS A BRIEF REVIEW OR AS AN EXTENSIVE STUDY OF PHONICS. AN ACCOMPANYING TEACHER'S MANUAL IS AVAILABLE AS VT 011 152 (ALSO IN THIS ISSUE). (JS)

VT 011 152

PHONICS REVIEW FOR SHORTHAND. TEACHER'S EDITION.

PROGRAMS FOR ACHIEVEMENT IN READING, INC., PROVIDENCE, R.I.
PROGRAMS FOR ACHIEVEMENT IN READING, INC., ABBOTT PARK PLACE, PROVIDENCE, RHODE ISLAND 02903 (\$1.50).
PUB DATE - 66 28P.

DESCRIPTORS - *TEACHING GUIDES; *PHONICS; *STENOGRAPHY; *SECRETARIES; TESTS; CLASSROOM MATERIALS; *OFFICE OCCUPATIONS EDUCATION

ABSTRACT - THIS TEACHER'S EDITION WAS DEVELOPED BY BUSINESS EDUCATION AND READING PERSONNEL TO ASSIST THE SHORTHAND TEACHER IN REVIEWING THOSE AREAS OF PHONICS USEFUL TO STUDENTS LEARNING SHORTHAND. THE REVIEW BEGINS WITH A PHONETICS EVALUATION TEST COMPLETE WITH INSTRUCTIONS FOR ADMINISTERING, SCORING AND INTERPRETING. FOLLOWING THE EVALUATION TEST IS A SERIES OF SIX LESSONS WITH EXERCISES AND SOLUTIONS WHICH MAY BE COMPLETED IN CLASS OR AS HOME ASSIGNMENTS. TEACHING TIME FOR THE ENTIRE UNIT MAY BE A FEW DAYS OR SEVERAL WEEKS DEPENDING ON TEACHING OBJECTIVES AND THE LEVEL OF INSTRUCTION. THE REVIEW WAS PREPARED ON A WORKBOOK FORMAT FOR FLEXIBILITY IN TEACHING AND IS AVAILABLE IN A STUDENT EDITION AS VT 011 151 (ALSO IN THIS ISSUE). (JK)

VT 011 169

OFFICE MACHINES RESOURCE MATERIALS FOR ADULT PROGRAMS IN BUSINESS AND DISTRIBUTIVE EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT
PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ROOM 169, EDUCATION BUILDING, ALBANY, NEW YORK 12224 (\$1.50).
PUB DATE - 70 52P.

DESCRIPTORS - *TEACHING GUIDES; DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; *ADULT EDUCATION; *EDUCATIONAL RESOURCES; OFFICE MACHINES; *OFFICE OCCUPATIONS; *DIRECTORIES

ABSTRACT - THIS RESOURCE MANUAL SUGGESTS TEACHING AIDS FOR ADULT CLASSES IN OFFICE MACHINES. SUGGESTED AIDS INCLUDE FILMS, TEXTS, TAPES, CHARTS, KITS AND PRACTICE SETS, PROGRAMED MATERIALS, AND TRANSPARENCIES AND ARE CATEGORIZED UNDER SUCH HEADINGS AS (1) FILING, (2) KEY PUNCH, (3) DATA PROCESSING, (4) TYPEWRITING, AND (5) DUPLICATING. A DIRECTORY OF THE SOURCES IS PROVIDED. (JS)

VT 011 268

FD 041 125

COMPUTER SYSTEMS OPERATOR, A SUGGESTED INSTRUCTOR'S GUIDE.

INSTITUTE OF COMPUTER TECHNOLOGY, INC., WASHINGTON, D.C.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 69 185P.

DESCRIPTORS - *CURRICULUM GUIDES; BUSINESS EDUCATION; *PROGRAM GUIDES; *DATA PROCESSING OCCUPATIONS; TRAINEES; COMPUTERS; *ADULT VOCATIONAL EDUCATION; *EDUCATIONALLY DISADVANTAGED; COOPERATIVE EDUCATION IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - SCHOOL ADMINISTRATORS, TEACHERS, AND BUSINESSMEN WILL FIND THIS WORK-STUDY GUIDE USEFUL IN DEVELOPING COURSES TO TEACH THE DISADVANTAGED TO BE OPERATORS OF AUTOMATIC DATA PROCESSING EQUIPMENT. FOURTEEN COURSE UNITS COVER FUNDAMENTAL PRINCIPLES OF PROGRAMING, SPECIFIC PROGRAMS SUCH AS FORTRAN AND COBOL, AND THE SKILLS REQUIRED FOR THE POSITION. EACH UNIT OUTLINES TRAINING TIME, OBJECTIVES, AND THE BASIC COURSE MATERIAL, AND INCLUDES WHEN AVAILABLE TEACHING AIDS, INSTRUCTOR REFERENCE MATERIALS AND SUGGESTED TRAINEE ACTIVITIES AND MATERIALS. SECTIONS OF THE GUIDE ARE DEVOTED TO SOURCES OF VISUAL AIDS, OCCUPATIONAL INFORMATION, TRAINEE QUALIFICATIONS, AND SUGGESTIONS FOR COURSE ORGANIZATION AND OPERATION. A GLOSSARY AND A BIBLIOGRAPHY ARE INCLUDED. APPENDED ARE SUGGESTED EQUIPMENT AND SUPPLY LISTS AND A TRAINING FACILITY PLAN, AND SAMPLE FORMS AND RECORDS. (JS)

VT 011 271

PARKER, WILLIS M.
A POSITION PAPER ON ELECTRONIC DATA PROCESSING CURRICULUM PHILOSOPHY AND A SUGGESTED CURRICULUM GUIDE FOR BUSINESS DATA PROCESSING.

W.W. HOLDING TECHNICAL INST., RALEIGH, N.C.
OCCUPATIONAL EDUCATION.
PUB DATE - 1JUL69 48P.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM GUIDES; *ELECTRONIC DATA PROCESSING; *DATA PROCESSING OCCUPATIONS; CURRICULUM PLANNING; *CURRICULUM EVALUATION; BUSINESS SKILLS; COMPUTER PROGRAMS

ABSTRACT - THIS CURRICULUM GUIDE AND POSITION PAPER WAS WRITTEN TO ASSIST SPECIALISTS IN DEVELOPING AND EVALUATING THE BUSINESS DATA PROCESSING CURRICULUM. GENERAL OBJECTIVES WERE TO PREPARE STUDENTS WITH A SOLID FOUNDATION IN: (1) BUSINESS MATHEMATICS AND GENERAL MATH THROUGH ALGEBRA, (2) BUSINESS OPERATIONS AND SYSTEM, (3) ACCOUNTING, (4) A WORKING KNOWLEDGE OF STATISTICS, (5) A COURSE IN COMPUTER LOGIC AND DECISION MAKING, (6) FUNDAMENTALS OF PROGRAMING, AND (7) COMPUTER SYSTEMS AND LANGUAGES. THIS GUIDE REVIEWS A SUGGESTED DATA PROCESSING CURRICULUM USING THE FOLLOWING POINTS: (1) COURSE STRUCTURE, (2) CURRICULUM ORGANIZATION, (3) COURSE HOURS, DESCRIPTIONS, AND OBJECTIVES, (4) SCHEDULING CONCEPTS, AND (5) METHODOLOGY. THE

SUGGESTED CURRICULUM IS OUTLINED, GIVING COURSE TITLES, CREDIT RECEIVED, AND HOURS IN CLASS AND LAB. COURSE DESCRIPTIONS ARE GIVEN SEPARATELY WITH TOPICS TO BE DISCUSSED IN EACH COURSE BRIEFLY LISTED. (JS)

VT 011 359 ED 041 140
LILES, PARKER; LILES, ZENOBIA T.
A GUIDE FOR THE IMPROVEMENT OF TYPEWRITING INSTRUCTION. SECOND EDITION.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA.
BUSINESS AND OFFICE EDUCATION SERVICE.
PUB DATE - 68 199P.

DESCRIPTORS - *PROGRAM GUIDES; *TEACHING METHODS; BUSINESS EDUCATION; *TYPEWRITING; *OFFICE OCCUPATIONS EDUCATION; EDUCATIONAL PRINCIPLES; *INSTRUCTIONAL IMPROVEMENT; SECONDARY GRADES; HANDICAPPED STUDENTS

ABSTRACT - THIS PROGRAM GUIDE WAS PREPARED BY TWO BUSINESS EDUCATION LEADERS FOR USE IN TEACHING TYPEWRITING ON THE SECONDARY LEVEL. IN ADDITION TO OFFERING SUGGESTIONS ON TEACHING TECHNIQUES AND METHODS, THIS 4-SEMESTER OUTLINE PRESENTS THE MAJOR ORGANIZATIONAL PROBLEMS FACING THE TYPEWRITING TEACHER. SPECIFIC PROBLEMS GIVEN ATTENTION INCLUDE TEACHING THE HANDICAPPED, ALLOWING FOR INDIVIDUAL DIFFERENCES, STUDENT EVALUATION, AND THE PSYCHOLOGICAL PRINCIPLES OF TEACHING TYPEWRITING. OTHER TOPICS INCLUDED IN THE 25 CHAPTERS COVER: (1) KEYBOARD PRESENTATION, (2) SPEED DEVELOPMENT, (3) PROBLEM SOLVING IN PRODUCTION TYPEWRITING, (4) IMPORTANCE OF DEMONSTRATIONS, (5) EDUCATIONAL AND PERSONAL BACKGROUND OF TYPEWRITING TEACHERS, (6) ROOM LAYOUT AND EQUIPMENT, (7) TEACHING AIDS, AND (8) RESEARCH IN TYPEWRITING. MOST OF THE CHAPTERS HAVE A SEPARATE BIBLIOGRAPHY. (JS)

VT 011 418
MISCELLANEOUS CLERICAL OCCUPATIONS; SUGGESTED CURRICULA.

APPLIED SCIENCE ASSOCIATES, INC., VALENCIA, PA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
PUB DATE - 68 108P.

DESCRIPTORS - *CURRICULUM GUIDES; COOPERATIVE EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *OFFICE OCCUPATIONS; RESOURCE MATERIALS; *CURRICULUM DEVELOPMENT; PROGRAM GUIDES; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - DICTIONARY OF OCCUPATIONAL TITLES; D.O.T.

ABSTRACT - DESIGNED TO ASSIST VOCATIONAL EDUCATORS, TEACHERS, AND SCHOOL ADMINISTRATORS, THIS CURRICULUM GUIDE PROVIDES SUGGESTED COOPERATIVE OR DIRECTED EXPERIENCE CURRICULUMS FOR 80 OCCUPATIONS. PREPARED AFTER CONSULTING WITH BUSINESS EDUCATORS AND BUSINESSMEN, THE GUIDE USES THE SYSTEMS APPROACH TO CURRICULUM DEVELOPMENT BY FOCUSING ON BEHAVIORAL SKILLS REQUIREMENTS. THE DEFINITIONS OF THESE OCCUPATIONS FOUND IN THE 1965 EDITION OF THE "DICTIONARY OF OCCUPATIONAL TITLES" (D.O.T.) WAS USED AS THE

STARTING POINT FOR LEARNING THESE REQUIREMENTS. THE 80 OCCUPATIONS ARE LISTED BY JOB TITLE WITH THE FOLLOWING INFORMATION: (1) INDUSTRY USING THIS TYPE OF WORK, (2) D.O.T. NUMBER, (3) WORK LEVEL OF THE OCCUPATION, (4) ESTIMATED TEACHING TIME, AND (5) RECOMMENDED UNITS OF STUDY. THE OUTLINED STUDY UNITS FOLLOW, CLASSIFIED INTO GENERAL, SPECIALIZED OR ADMINISTRATIVE OFFICE OCCUPATIONS. EACH UNIT INCLUDES: (1) REQUIRED HOURS, (2) COURSE DESCRIPTION, (3) TOPICAL OUTLINE, AND (4) RECOMMENDED TEXTS. ALSO OFFERED IN THE GUIDE ARE SUGGESTED STANDARDS, SOURCES OF MATERIALS, BIBLIOGRAPHY, AND APPENDICES ON INSTRUCTIONAL RESOURCES AND FACILITIES. (JS)

VT 011 532 ED 041 174
O'NEILL, ROBERT; ANDERSON, FLOYD L.
BUSINESS EDUCATION, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
BUREAU OF RESEARCH
CEG-3-6-000383-C848 08
BR-5-0187
PUB DATE - 69 45P.

DESCRIPTORS - *BUSINESS EDUCATION; *DISADVANTAGED YOUTH; *CURRICULUM GUIDES; COURSE DESCRIPTIONS; *DROPOUT REHABILITATION; EDUCATIONAL INNOVATION; COURSE OBJECTIVES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; *OFFICE OCCUPATIONS; UNEMPLOYED; INDIVIDUALIZED INSTRUCTION; OUT OF SCHOOL YOUTH; DROPOUT PROGRAMS; ANNOTATED BIBLIOGRAPHIES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - THIS COURSE DESCRIPTION WAS DEVELOPED BY EDUCATORS FOR USE AT THE WORK OPPORTUNITY CENTER IN TEACHING HIGH SCHOOL DROPOUTS AND HARD-CORE UNEMPLOYED YOUTH. THE ULTIMATE OBJECTIVES OF THE BUSINESS EDUCATION CURRICULUM AT THE CENTER ARE TO PREPARE STUDENTS FOR EMPLOYMENT IN CLERICAL OCCUPATIONS AND TO ASSIST THEM IN COMPLETING THEIR HIGH SCHOOL GRADUATION REQUIREMENTS. INSTRUCTION INCLUDING TYPING, FILING, AND OFFICE MACHINES IS ON AN INDIVIDUALIZED BASIS CONDUCTED IN AN INNOVATIVE ATMOSPHERE OF "LEARNING BY DOING." ALSO INCLUDED IN THE COURSE DESCRIPTION ARE A PROGRAM EVALUATION, AN ANNOTATED BIBLIOGRAPHY, A SUMMARY OF TEACHING TECHNIQUES, AND CASE STUDIES. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND VT 006 714 (ARM SUMMER 1970). (JS)

VT 011 575
RECORDKEEPING SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
PUBLICATIONS DISTRIBUTION UNIT, NEW YORK
STATE EDUCATION DEPARTMENT, EDUCATION BUILDING, ALBANY, NEW YORK 12224.
PUB DATE - 69 55P.

DESCRIPTORS - *BUSINESS EDUCATION;

*RECORDKEEPING; EDUCATIONAL NEEDS; *SLOW LEARNERS; OFFICE OCCUPATIONS EDUCATION; *TEACHING METHODS; BUSINESS EDUCATION TEACHERS; *TEACHING GUIDES

ABSTRACT - THIS COURSE SYLLABUS WAS PREPARED BY STATE STAFF FOR USE AS A REFERENCE BY HIGH SCHOOL TEACHERS OF BOOKKEEPING. ADDRESSED TO THE OCCUPATIONAL AND EDUCATIONAL NEEDS OF THE STUDENT UNABLE TO SUCCEED IN REGULAR BOOKKEEPING CLASSES, THIS OUTLINE PROVIDES SLOW-LEARNER DATA AND TEACHING METHODS AND TECHNIQUES. SUGGESTED REFERENCES AND SUPPLEMENTARY MATERIALS ACCOMPANY THE 11 UNITS WHICH INCLUDE TOPICS ON: (1) RECORDKEEPING FOR CASH, (2) RETAIL SELLING AND PURCHASING RECORDS, (3) INVENTORY RECORDS, (4) PAYROLL AND TAX RECORDS, AND (5) STATEMENT PREPARATION. (JS)

VT 011 596 ED 042 052

WEST, LEONARD J.

PROGRAMED INSTRUCTION FOR DECISION-MAKING ASPECTS OF TYPING TASKS. FINAL REPORT.

CITY UNIV. OF NEW YORK, N.Y. DIV. OF TEACHER EDUCATION
OFFICE OF EDUCATION (CHEW), WASHINGTON, D.C.
NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT

OEG-2-9-420074-1040(010) 24

BR-9-B-074

PUB DATE - JAN70 210P.

DESCRIPTORS - *TYPISTS; *PROGRAMED MATERIALS; *DISADVANTAGED YOUTH; *COGNITIVE PROCESSES; OFFICE OCCUPATIONS EDUCATION; *JOB SKILLS; INDIVIDUALIZED INSTRUCTION; PROGRAM DEVELOPMENT

ABSTRACT - MANY OFFICE OCCUPATIONS OPEN TO TYPISTS REQUIRE A SKILL LEVEL ABOVE THAT REACHED BY THE DISADVANTAGED URBAN STUDENT WHO COMPLETES THE PRESENT "CLERICAL" TRAINING COURSE. CONVENTIONAL INSTRUCTION IN TYPEWRITING HAS TENDED TO FOCUS ON MANIPULATIVE FACTORS WHEREAS RELATIVELY RECENT RESEARCH HAS SHOWN THAT COGNITIVE FACTORS (DECISION-MAKING PROCESSES) BEARING ON ATTRACTIVE PLACEMENT OF MATERIALS ON THE PAGE ARE SUBSTANTIALLY MORE IMPORTANT IN ACCOUNTING FOR SKILL AT REALISTIC TYPING TASKS ABOVE THE LEVEL OF SIMPLE COPYING. IN VIEW OF THE NEED FOR NEW INSTRUCTIONAL MATERIALS EMPHASIZING THE DECISION-MAKING PROCESSES, A 541-FRAME PROGRAMED INSTRUCTION UNIT WAS PREPARED. THE PROGRAM IS DIVIDED INTO 14 SECTIONS COVERING HORIZONTAL AND VERTICAL CENTERING, SIMPLE AND ADVANCED TABLE TYPING, BUSINESS LETTERS, AND REPORT TYPING. THE PROGRAM CAN BE USED BY ANYONE WHO WISHES TO ACQUIRE OR UPGRADE THE COGNITIVE SKILLS TAUGHT BY THIS PROGRAM AND CAN BE USED AS A SELF-INSTRUCTING UNIT. (AUTHOR/JS)

VT 011 645

BOOKKEEPING AND ACCOUNTING I AND BOOKKEEPING AND ACCOUNTING II SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224

(SINGLE COPIES AVAILABLE FOR \$1.50).
PUB DATE - 70 69P.

DESCRIPTORS - *BUSINESS EDUCATION; *COURSE DESCRIPTIONS; *BOOKKEEPING; OFFICE OCCUPATIONS; COURSE OBJECTIVES; *COURSE CONTENT; *INSTRUCTIONAL MATERIALS; SECONDARY SCHOOLS

ABSTRACT - THIS COURSE OUTLINE WAS PREPARED BY A STATE SYLLABUS COMMITTEE TO REFLECT CURRENT NEEDS AND PHILOSOPHY REGARDING COURSE CONTENT FOR HIGH SCHOOL BOOKKEEPING. SPECIAL ATTENTION WAS GIVEN TO THE NEEDS OF THOSE STUDENTS PLANNING TO ENTER THE LABOR MARKET UPON GRADUATION AND TO THE NECESSITY OF TEACHING BASIC CONCEPTS AND INTERPRETATIONS AS WELL AS PROCEDURES. INTRODUCTORY MATERIAL OFFERS SUGGESTIONS FOR ADMINISTERING THE COURSE, SOURCES OF SUPPLEMENTARY MATERIALS, AND A LIST OF DATA PROCESSING REFERENCES. THE SYLLABUS PROVIDES TEACHING SUGGESTIONS, ESTIMATED TEACHING TIME, COURSE OBJECTIVES, CONTENT OUTLINES, AND AN APPENDIX OF FLOW CHARTS. (JS)

VT 011 716

CAREER INFORMATION: BUSINESS AND OFFICE OCCUPATIONS.

AMERICAN VOCATIONAL ASSOCIATION, WASHINGTON, D.C.
PUBLICATION SALES, AMERICAN VOCATIONAL ASSOCIATION, 1510 H STREET, N.W., WASHINGTON, D.C. 20005 (\$1.60).

PUB DATE - 70 31P. DRAWN FROM MASTERS THESIS SUBMITTED TO NORTHERN ILLINOIS UNIVERSITY.

DESCRIPTORS - *BIBLIOGRAPHIES; *OFFICE OCCUPATIONS; *BUSINESS EDUCATION; *RESOURCE MATERIALS; DIRECTORIES; *OCCUPATIONAL INFORMATION; CAREER PLANNING; OCCUPATIONAL GUIDANCE

ABSTRACT - PREPARED FOR GUIDANCE AND OFFICE EDUCATION PERSONNEL, THIS BIBLIOGRAPHY CONTAINS A COPY OF EVERY KNOWN CAREER PUBLICATION IN OFFICE OCCUPATION AVAILABLE FROM SEPTEMBER 1968 TO APRIL 1969. ARRANGED IN A TABULAR FORMAT AND USING THE OFFICE OF EDUCATION INSTRUCTIONAL PROGRAM CLASSIFICATION, THE DOCUMENTS ARE GROUPED INTO 12 CATEGORIES INCLUDING (1) ACCOUNTING, (2) DATA PROCESSING, (3) FILING AND OFFICE PRACTICE, (4) TYPING, AND (5) GENERAL CAREER PUBLICATIONS CONCERNING CAREER SELECTION. THE ENTRIES IN THE TABLES ARE FURTHER GROUPED AS BEING HIGHLY RECOMMENDED, RECOMMENDED, OR USEFUL AND INCLUDE DATA PERTAINING TO THE (1) TITLE AND SOURCE OF PUBLICATION, (2) TYPE, (3) PUBLICATION DATE, (4) NUMBER OF PAGES, (5) PRICE, (6) VOCABULARY LEVEL, AND (7) NATIONAL VOCATIONAL GUIDANCE ASSOCIATION PERCENTILE RATING. ALSO INCLUDED IN THIS BIBLIOGRAPHY IS INFORMATION ON CAREER MONOGRAPHS, REFERENCE MATERIALS, AND A DIRECTORY OF PUBLISHERS. THE CONTENT OF THIS REPORT WAS DRAWN FROM A 1969 THESIS ENTITLED "IDENTIFICATION AND EVALUATION OF PUBLISHED CAREER INFORMATION IN DISTRIBUTIVE AND OFFICE OCCUPATIONS," NORTHERN ILLINOIS UNIVERSITY. A RELATED DOCUMENT ON MARKETING AND DISTRIBUTION IS AVAILABLE AS VT 011 717 (ALSO

IN THIS ISSUE). (JS)

VT 011 750

BORKOWSKI, MILDRED V.
LIBRARY TECHNICAL ASSISTANT PROGRAM; A ONE
YEAR CURRICULUM GUIDE.

MACOMB COUNTY COMMUNITY COLL., WARREN, MICH.
ACQUISITION LIBRARIAN, MACOMB COUNTY
COMMUNITY COLLEGE, CENTER CAMPUS, 16500 HALL
ROAD, MT. CLEMENS, MICHIGAN 48043 (\$1.00).
PUR DATE - JUN 67 17P.

DESCRIPTORS - *CURRICULUM GUIDES; OFFICE
OCCUPATIONS EDUCATION; BUSINESS EDUCATION;
*BUSINESS SKILLS; *LIBRARY TECHNICIANS;
SUBPROFESSIONALS; *LIBRARY SKILLS; *LIBRARY
EDUCATION; POST SECONDARY EDUCATION

ABSTRACT - PREPARED BY AN ASSISTANT
LIBRARIAN, THIS GUIDE IS FOR TEACHER USE IN
PLANNING AND PRESENTING A 1-YEAR, 2-SEMESTER
POST-HIGH SCHOOL PROGRAM COMBINING GENERAL
BUSINESS AND OFFICE SKILLS WITH BASIC LIBRARY
SCIENCE SKILLS TO PREPARE NONPROFESSIONAL
LIBRARY TECHNICAL ASSISTANTS. BRIEF
INTRODUCTORY INFORMATION IS FOLLOWED BY A
COURSE OUTLINE FOR THE SUGGESTED PROGRAM,
INCLUDING SUBJECT CONTENT TO BE COVERED,
COURSE HOURS, AND SEMESTER TO BE TAUGHT.
TEACHING SUGGESTIONS AND SUGGESTED TEXTBOOKS,
EQUIPMENT, AND READING MATERIALS ARE ALSO
PROVIDED. (AW)

VT 011 803

AUTOMATIC DATA PROCESSING ORIENTATION
TRAINING.

DEPARTMENT OF THE AIR FORCE, WASHINGTON, D.C.
AFP50-45
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(D3C1.35:50-45, \$.45).
PUR DATE - 29 MAY 68 53P.

DESCRIPTORS - *BUSINESS EDUCATION;
INSTRUCTIONAL MATERIALS; *PROGRAMED
INSTRUCTION; INDIVIDUALIZED INSTRUCTION;
*ELECTRONIC DATA PROCESSING; *MANAGEMENT
DEVELOPMENT; SYSTEMS DEVELOPMENT; PROGRAMED
UNITS; OFFICE OCCUPATIONS EDUCATION;
*PROGRAMED TEXTS

ABSTRACT - USING THE PROGRAMED INSTRUCTION
TECHNIQUE THIS AIR FORCE PAMPHLET PROVIDES
TRAINING MATERIAL ON THE ELECTRONIC
PROCESSING OF DATA FOR SUPERVISORS AND
MANAGERS OF DEPARTMENTS OTHER THAN THE DATA
PROCESSING DEPARTMENT. THE PAMPHLET IS
DESIGNED TO TEACH (1) THE FUNCTIONS OF
COMPONENTS WITHIN AN ELECTRONIC DATA
PROCESSING SYSTEM, (2) THE BASIC PROCEDURES
CONCERNING ELECTRONIC DATA PROCESSING, AND
(3) THE PHASES INVOLVED IN DESIGNING AN
AUTOMATED DATA SYSTEM. USE IS MADE OF REVIEW
QUESTIONS, PICTURES, AND FLOW CHARTS TO
SUPPLEMENT THE MATERIAL IN EACH OF THESE
CHAPTERS: (1) INTRODUCTION, (2) ELECTRONIC
DATA PROCESSING SYSTEMS, (3) AUTOMATIC DATA
PROCESSING, (4) COMPUTER PROGRAM FLOW CHARTS,
AND (5) AUTOMATED DATA SYSTEMS. (AUTHOR/JS)

VT 011 835

CLUB HANDBOOK; TENTATIVE GUIDELINES FOR
OPERATION.

OFFICE EDUCATION ASSOCIATION, COLUMBUS, OHIO.
OHIO ASSOCIATION.

PUR DATE - ND 64P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION;
*COCURRICULAR ACTIVITIES; *TEACHER ROLE;
*YOUTH CLUBS; *GUIDELINES; SUPERVISORY
ACTIVITIES; STUDENT ORGANIZATIONS; NATIONAL
ORGANIZATIONS

ABSTRACT - AS PART OF HIS TEACHING
ASSIGNMENT, THE OFFICE EDUCATION TEACHER MAY
BE ASKED TO ESTABLISH AND/OR PROMOTE A LOCAL
CHAPTER OF THE OFFICE OF EDUCATION
ASSOCIATION. TO HELP HIM WITH THIS
UNDERSTANDING, A SPECIAL WORKSHOP OF CHIEF
TEACHERS AND STUDENTS DEVELOPED THIS CLUB
HANDBOOK WHICH INCLUDES: (1) GUIDING
PRINCIPLES FOR WORKING WITH YOUTH
ORGANIZATIONS IN VOCATIONAL EDUCATION, (2) AN
ORGANIZATION CHART OF THE OHIO ASSOCIATION,
(3) A REGIONAL MAP OF OHIO, (4) STATE, LOCAL
AND NATIONAL ORGANIZATION PROCEDURES, AND (5)
GENERAL INFORMATION CONCERNING PUBLICITY,
OATHS OF OFFICE, AND CEREMONIES. COPIES OF
THE STATE AND NATIONAL CONSTITUTIONS AND
SUGGESTIONS CONCERNING CLUB MANAGEMENT ARE
ALSO PROVIDED IN THIS HANDBOOK. (JS)

VT 011 837

TRAINING PLANS FOR COOPERATIVE OFFICE
EDUCATION. BULLETIN 19.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS.
BUSINESS AND OFFICE EDUCATION SERVICE.
KENT STATE UNIV., OHIO.
PUR DATE - JUL 70 51P.

DESCRIPTORS - *MANUALS; *PROGRAM PLANNING;
*INSTRUCTOR COORDINATORS; *OFFICE OCCUPATIONS
EDUCATION; COOPERATIVE EDUCATION; TRAINING
OBJECTIVES; PROGRAM COORDINATION; EMPLOYER
EMPLOYEE RELATIONSHIP; BUSINESS EDUCATION; ON
THE JOB TRAINING

ABSTRACT - TO ASSURE THE SUCCESS OF THE
COOPERATIVE OFFICE EDUCATION (COE) PROGRAM,
TRAINING PLANS MUST BE USED TO COORDINATE
ACTIVITIES. THIS PLAN WILL SERVE AS A GUIDE
TO THE EMPLOYER TO AID IN PLANNING ON-THE-JOB
EXPERIENCES FOR THE STUDENT, TO THE
COORDINATOR IN PLANNING NECESSARY CLASSROOM
INSTRUCTION TO SUPPLEMENT ON-THE-JOB
TRAINING, AND TO THE STUDENT IN PROJECTING
HIS CAREER OBJECTIVE. THE MATERIAL IN THIS
PLAN WAS TESTED AND CRITICIZED BY
COORDINATORS AND SUBSEQUENTLY REVISED BY THE
COMMITTEE. INCLUDED ARE INSTRUCTIONS FOR
COMPLETING TRAINING PLANS AS WELL AS TRAINING
PLAN FORMS AND RELATED INFORMATION FOR THE
AREAS OF (1) BOOKKEEPING, (2) DATA
PROCESSING, (3) DUPLICATING MACHINES, FILING,
AND GENERAL CLERICAL, (4) INFORMATION
COMMUNICATION OCCUPATIONS, (5) STENOGRAPHERS
AND SECRETARIES, AND (6) TYPIST AND CLERK-
TYPIST. (AUTHOR/JS)

VT 011 838 ED 047 084
ESHELBY, DCN

BIBLIOGRAPHY OF BUSINESS AND OFFICE EDUCATION DOCUMENTS AS LISTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM) FALL 1967 TO FALL 1969.

NORTH DAKOTA UNIV., GRAND FORKS. VOCATIONAL EDUCATION RESEARCH INFORMATION CENTER.
PUB DATE - ND 22P.

DESCRIPTORS - *BUSINESS EDUCATION;
*BIBLIOGRAPHIES; *RESOURCE MATERIALS;
*INSTRUCTIONAL MATERIALS; *EDUCATIONAL RESEARCH; CURRICULUM PLANNING; PROGRAM PLANNING; PROGRAM DEVELOPMENT

ABSTRACT - THIS BIBLIOGRAPHY PRESENTS APPROXIMATELY 125 CITATIONS PERTAINING TO BUSINESS AND OFFICE EDUCATION WHICH WERE DRAWN FROM "ABSTRACTS OF INSTRUCTIONAL MATERIALS" (AIM), FALL 1967 TO FALL 1969. AIM IS THE QUARTERLY PUBLICATION OF THE OHIO STATE UNIVERSITY WHICH ANNOUNCES THE AVAILABILITY OF INSTRUCTIONAL MATERIALS ACQUIRED AND PROCESSED BY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. ARRANGED IN NUMERICAL ORDER BY ACCESSION NUMBER, THE ENTRIES IN THE BIBLIOGRAPHY INCLUDE AUTHOR, TITLE, DATE, NUMBER OF PAGES, AVAILABILITY INFORMATION, AND THE ISSUE OF AIM IN WHICH A BRIEF ABSTRACT APPEARS. BUSINESS EDUCATORS SHOULD FIND THIS BIBLIOGRAPHY HELPFUL IN PLANNING, DEVELOPING, AND IMPROVING PROGRAMS OF INSTRUCTION. (JS)

VT 011 891

ELECTRONIC BUSINESS DATA PROCESSING PROGRAMMER ANALYST OCCUPATIONS; SUGGESTED CURRICULA.

APPLIED SCIENCES ASSOCIATES, INC., VALENCIA, PA.
OFFICE OF EDUCATION (CHEW), WASHINGTON, D.C.
DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
PUB DATE - 68 129P.

DESCRIPTORS - *CURRICULUM GUIDES; PROGRAM GUIDES; *DATA PROCESSING OCCUPATIONS; *DATA PROCESSING; CURRICULUM DEVELOPMENT; BIBLIOGRAPHIES; RESOURCE MATERIALS; *OFFICE OCCUPATIONS EDUCATION; REFERENCE MATERIALS; *COURSE DESCRIPTIONS; BUSINESS EDUCATION

ABSTRACT - DESIGNED TO ASSIST VOCATIONAL EDUCATORS, TEACHERS, AND SCHOOL ADMINISTRATORS IN PLANNING, ORGANIZING, AND OPERATING PROGRAMS, THIS CURRICULUM GUIDE PROVIDES SUGGESTIONS FOR SIX OCCUPATIONS IN BUSINESS DATA PROCESSING. THE INCLUDED OCCUPATIONS ARE INVOLVED WITH PROGRAMING AND ESTABLISHING METHODS AND PROCEDURES RATHER THAN PRIMARILY WITH THE OPERATION OF THE DATA-PROCESSING MACHINES. ALSO INCLUDED IN THE GUIDE ARE (1) UNITS ON GENERAL, SPECIALIZED, AND ADMINISTRATIVE OFFICE OCCUPATIONS, (2) SUGGESTED COURSES OF STUDY FOR THE DETAIL PROGRAMMER, THE BUSINESS PROGRAMER, THE CHIEF BUSINESS PROGRAMER, THE ELECTRONIC-DATA PROCESSING MANAGER, THE SYSTEM ANALYST, AND THE PROJECT DIRECTOR, AND (3) SUGGESTED STANDARDS OF ACHIEVEMENT, VISUAL AIDS, SOURCES OF EDUCATIONAL MATERIALS, AND REFERENCE GUIDES AND

DIRECTORIES. A JOB DESCRIPTION, PREREQUISITES AND ALLOCATED TIME ARE PROVIDED ALONG WITH THE TOPIC OUTLINES. (AUTHOR/JS)

VT 011 919

SUGGESTED CURRICULUM IN OFFICE OCCUPATIONS.

GILA RIVER CAREER CENTER, ARIZ.
CENTRAL ARIZONA COLL.
ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX.
FOUR CORNERS REGIONAL COMMISSION, ARIZ.
PUB DATE - ND 64P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *FILE CLERKS; *STENOGRAPHERS; *TYPISTS; OFFICE OCCUPATIONS; VOCATIONAL EDUCATION

ABSTRACT - INTENDED TO AID IN PREPARING STUDENTS FOR ENTRY AND ADVANCEMENT IN OFFICE OCCUPATIONS, THIS PROGRAM PROVIDES DETAILED OUTLINES FOR THE FOUR MAJOR OFFICE OCCUPATIONS OF RECEPTIONIST, FILE CLERK, CLERK-TYPIST, AND STENOGRAPHER. CONTENTS GIVE GENERAL INFORMATION ON THE PROGRAM, INCLUDING A FLOW CHART OF STUDENT PROGRESSION THROUGH ALL PHASES OF THE PROGRAM, FOLLOWED BY THE COURSE OUTLINES, WHICH ARE BROKEN DOWN INTO SEPARATE INSTRUCTIONAL UNITS GIVING COURSE DESCRIPTION, COURSE OBJECTIVES, SUGGESTED HOURS, AND TEACHING AIDS AND SUGGESTIONS. THE COURSE IS DESIGNED TO PROVIDE TERMINAL POINTS WITHIN THE TOTAL PROGRAM IN ORDER TO PROVIDE STUDENTS WITH SOME SALEABLE SKILLS REGARDLESS OF WHETHER OR NOT THE ENTIRE PROGRAM IS COMPLETED. (AW)

VT 011 938

SHORTHAND FOR HIGH SCHOOLS. CURRICULUM BULLETIN, 1969-70 SERIES NO. 9.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT.
CC-0860-41
AUDITOR, BOARD OF EDUCATION, CITY OF NEW YORK, PUBLICATIONS SALES OFFICE, 110 LIVINGSTON STREET, BROOKLYN, NEW YORK 11201 (\$2.50).
PUB DATE - 70 122P.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *STENOGRAPHY; SECONDARY GRADES

ABSTRACT - PREPARED BY EXPERIENCED SUPERVISORS IN THE AREA OF SHORTHAND INSTRUCTION, THIS GUIDE IS DESIGNED TO AID SHORTHAND TEACHERS AT ALL EXPERIENCE LEVELS IN PLANNING AND CONDUCTING HIGH SCHOOL SHORTHAND PROGRAMS. THE GUIDE IS ORGANIZED IN MAJOR SECTIONS FOR FIRST YEAR, SECOND YEAR, THIRD YEAR, AND SPECIAL CLASSES WITH THE FIRST THREE SECTIONS INCLUDING OBJECTIVES, CLASSROOM ACTIVITIES, INSTRUCTIONAL TECHNIQUES, AND EVALUATION, AND THE SPECIALIZED COURSE COVERING: (1) RAPID ADVANCEMENT, (2) MODIFIED CLASSES, (3) ACCELERATED STENOGRAPHY, (4) SPANISH STENOGRAPHY, (5) LEGAL AND MEDICAL STENOGRAPHY, (6) GREGG SHORTHAND, (7) MACHINE SHORTHAND, (8) SPEEDWRITING, AND (9) WORK EXPERIENCE. A SECTION ON COCURRICULAR AND

EXTRACURRICULAR ACTIVITIES AND AN APPENDIX PROVIDING A BIBLIOGRAPHY, TEACHING AIDS AND RESOURCES, LIST OF COMMONLY MISPELLED WORDS, VARIOUS SAMPLE SCHEDULES AND FORMS FOR USE IN ELECTRONIC LABORATORIES OR CLASSROOMS, AND SPEED DICTATION CHARTS ARE ALSO INCLUDED. (AW)

VT 012 128 ED 048 448

TERMINAL PERFORMANCE OBJECTIVES FOR SELECTED PROGRAMS IN BUSINESS EDUCATION, DISTRIBUTIVE EDUCATION, WORK EXPERIENCE EDUCATION, AND CAREER GUIDANCE.

SAN MATEO UNION HIGH SCHOOL DISTRICT, CALIF. EDUCATIONAL SERVICES CENTER.
PUB DATE - SEP70 91P.

DESCRIPTORS - *BUSINESS EDUCATION; DISTRIBUTIVE EDUCATION; RESOURCE MATERIALS; CURRICULUM DEVELOPMENT; *INDIVIDUALIZED INSTRUCTION; *EDUCATIONAL OBJECTIVES; INSTRUCTIONAL MATERIALS; OCCUPATIONAL GUIDANCE; WORK EXPERIENCE PROGRAMS; PROGRAM DEVELOPMENT; *CURRICULUM GUIDES; *BEHAVIORAL OBJECTIVES

ABSTRACT - SAN MATEO UNION HIGH SCHOOL DISTRICT STAFF MEMBERS PARTICIPATED IN A WORKSHOP FOR THE PURPOSE OF IDENTIFYING THE MINIMUM TERMINAL PERFORMANCE OBJECTIVES FOR SELECTED PROGRAMS. THE OBJECTIVES WERE WRITTEN IN DETAIL TO INDICATE (1) THE STUDENT PERFORMANCE EXPECTED, (2) THE CONDITIONS UNDER WHICH THE STUDENT WILL PERFORM, AND (3) THE EXTENT TO WHICH THE STUDENT WILL PERFORM. PERFORMANCE OBJECTIVES ARE INCLUDED FOR COURSES IN (1) ACCOUNTING I, II, III, AND IV, (2) OFFICE MACHINES AND OFFICE PROCEDURES, (3) DISTRIBUTIVE EDUCATION PROGRAMS, (4) WORK EXPERIENCE PROGRAMS, AND (5) CAREER GUIDANCE. THESE OBJECTIVES ARE INTENDED TO BE THE FIRST STEP TOWARD INDIVIDUALIZING THE ABOVE INSTRUCTIONAL PROGRAMS. ADDITIONAL WORK REMAINS TO BE COMPLETED IN THE AREAS OF TESTING, EVALUATION AND REVISION OF OBJECTIVES, AND IN THE CONSTRUCTION OF LEARNING ACTIVITIES. (AUTHOR/JS)

VT 012 135

TERMINAL PERFORMANCE OBJECTIVES FOR A PHASED SHORTHAND PROGRAM IN BUSINESS EDUCATION.

SAN MATEO UNION HIGH SCHOOL DISTRICT, CALIF. EDUCATIONAL SERVICES CENTER.
PUB DATE - AUG70 139P.

DESCRIPTORS - *BUSINESS EDUCATION; *STENOGRAPHY; OFFICE OCCUPATIONS EDUCATION; EDUCATIONAL OBJECTIVES; COURSE CONTENT; *INDIVIDUALIZED INSTRUCTION; ENTRY WORKERS; STUDENT EVALUATION; PROGRAM DESIGN; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *BEHAVIORAL OBJECTIVES

ABSTRACT - THIS PHASED SHORTHAND PROGRAM IS DESIGNED TO ALLOW EACH STUDENT TO MOVE AS RAPIDLY TOWARD ACHIEVING THE GOAL OF VOCATIONAL COMPETENCE AS HIS MOTIVATION, ABILITY, AND TIME PERMIT. SUCCESSFUL COMPLETION OF THE PROGRAM IS BASED UPON THE STUDENT'S ABILITY TO MEET THE MINIMUM TERMINAL PERFORMANCE OBJECTIVES. STUDENTS

COMPLETING THIS PROGRAM ARE CERTIFIED BY THE SAN MATEO UNION HIGH SCHOOL DISTRICT AS HAVING ATTAINED AT LEAST THE ENTRY LEVEL REQUIREMENTS FOR EMPLOYMENT IN STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS. INCLUDED IN THE FOUR PHASES OF THIS PROGRAM ARE SUGGESTIONS CONCERNING (1) GRADE PLACEMENT, (2) PREREQUISITES, (3) RATIONALE, (4) GENERAL OBJECTIVES, (5) INSTRUCTIONAL CONTENT, (6) EVALUATION, AND THE RELATED TERMINAL PERFORMANCE OBJECTIVES. SINCE THE PROGRAM IS INTENDED TO BE A PERFORMANCE BASED CURRICULUM, THE STUDENT MAY COMPLETE THE FOUR PHASES IN A SHORT PERIOD OF TIME OR EXTEND THEM OVER SEVERAL SEMESTERS, DEPENDING ON HIS SKILL ACHIEVEMENT. THIS DOCUMENT IS A REVISION OF ED 043 727. (JS)

VT 012 202

PARFET, JAMES A.
BUSINESS ENGLISH FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS. BULLETIN 278.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION.
OFFICE OF INFORMATION AND PUBLICATIONS, DEPARTMENT OF EDUCATION, COMMONWEALTH OF PENNSYLVANIA, HARRISBURG, PENNSYLVANIA 17126 (\$1.75).
PUB DATE - 70 53P.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM GUIDES; *TEACHING METHODS; *RESOURCE MATERIALS; *BUSINESS ENGLISH; INSTRUCTIONAL AIDS; HIGH SCHOOLS; COMMUNICATION SKILLS; PROGRAM PLANNING

ABSTRACT - HOPING TO PROMOTE HIGH STANDARDS OF COMPETENCY AND TO PROVIDE QUALITY EDUCATION, THIS CURRICULUM GUIDE WAS PREPARED BY BUSINESS EDUCATION AND ENGLISH PERSONNEL TO MEET THE NEEDS OF BUSINESS TEACHERS. SPECIFIC PURPOSES OF THE GUIDE ARE TO SUGGEST METHODS OF PRESENTING BUSINESS ENGLISH AND TO PROVIDE INFORMATION THAT WILL ENABLE THE TEACHER TO DEVELOP HIS OWN PLAN OF TEACHING. CHAPTERS INCLUDED IN THIS GUIDE ARE AS FOLLOWS: (1) BUSINESS ENGLISH IN THE HIGH SCHOOL, (2) INTRODUCTION TO LANGUAGE STUDY, (3) VOCABULARY, (4) GRAMMAR, USAGE AND MECHANICS, (5) WRITTEN BUSINESS COMMUNICATIONS, (6) ORAL BUSINESS COMMUNICATIONS, AND (7) OBSERVING, LISTENING AND READING. THE APPENDIXES INCLUDE A LIST OF INSTRUCTIONAL AIDS AND SOURCES AND A TABLE OF HOMONYMS AND SIMILAR WORDS. (AUTHOR/JS)

VT 012 221

CHAROLLA, RICHARD M., AND OTHERS
CALCULATING MACHINES I.

SAN MATEO UNION HIGH SCHOOL DISTRICT, CALIF.
PUB DATE - ND 21P.

DESCRIPTORS - *BUSINESS EDUCATION; *TESTS; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; *BEHAVIORAL OBJECTIVES; *STUDENT EVALUATION; *OFFICE MACHINES; SECONDARY EDUCATION; GRADING; INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED BY BUSINESS EDUCATORS

FOR USE IN TEACHING OFFICE MACHINES, THIS DOCUMENT CONTAINS A SERIES OF TESTS FOR THE BEGINNING UNIT COVERING CALCULATING MACHINES. DESIGNED TO EVALUATE STUDENT PERFORMANCE IN RELATION TO STATED TERMINAL OBJECTIVES, THE TESTS COVER: (1) THE FULL-KEYBOARD ADDING LISTING MACHINE, (2) THE KEY-DRIVEN CALCULATOR, (3) THE TEN-KEY ADDING LISTING MACHINE, (4) THE ROTARY CALCULATOR, AND (5) THE PRINTING CALCULATOR. ALSO INCLUDED IS A SUGGESTED GRADING SCALE. UNIT TWO IS AVAILABLE AS VT 012 222, ALSO IN THIS ISSUE. (JS)

VT 012 222

CHABOLLA, RICHARD M., AND OTHERS
CALCULATING MACHINES 2.

SAN MATEO UNION HIGH SCHOOL DISTRICT, CALIF.
PUB DATE - 11MAY70 26P.

DESCRIPTORS - *BUSINESS EDUCATION; *TESTS;
*BEHAVIORAL OBJECTIVES; *STUDENT EVALUATION;
*OFFICE MACHINES; RESOURCE MATERIALS;
EDUCATIONAL OBJECTIVES; INSTRUCTIONAL
MATERIALS; SECONDARY EDUCATION; GRADING

ABSTRACT - DEVELOPED BY BUSINESS EDUCATORS FOR USE IN TEACHING OFFICE MACHINES, THIS DOCUMENT CONTAINS A SERIES OF TESTS FOR THE SECOND UNIT COVERING CALCULATING MACHINES. DESIGNED TO EVALUATE STUDENT PERFORMANCE IN RELATION TO STATED TERMINAL OBJECTIVES, THESE TESTS COVER: (1) THE FULL-KEYBOARD ADDING LISTING MACHINE, (2) THE KEY-DRIVEN CALCULATOR, (3) THE TEN-KEY ADDING LISTING MACHINE, (4) THE ROTARY CALCULATOR, AND (5) THE PRINTING CALCULATOR. ALSO INCLUDED IS A SUGGESTED GRADING SCALE. UNIT ONE IS AVAILABLE AS VT 012 221, ALSO IN THIS ISSUE. (JS)

VT 012 547 ED 047 145

BAHR, GLADYS, ED.
TWO DECADES OF PARTNERSHIP IN ECONOMIC
EDUCATION.

NATIONAL BUSINESS EDUCATION ASSOCIATION,
WASHINGTON, D.C.
JOINT COUNCIL ON ECONOMIC EDUCATION, NEW
YORK, N.Y.
NATIONAL BUSINESS EDUCATION ASSOCIATION, 1201
SIXTEENTH STREET, N.W., WASHINGTON, D.C.
20036 (\$2.00).
PUB DATE - 69 79P.

DESCRIPTORS - *BUSINESS EDUCATION; CURRICULUM
ENRICHMENT; *ECONOMICS; *CONCEPT TEACHING;
*INTEGRATED CURRICULUM; RESOURCE MATERIALS;
*MANUALS; SECONDARY SCHOOLS; CONSUMER
ECONOMICS; COMMUNITY COLLEGES

ABSTRACT - IN AN EFFORT TO PROMOTE A BETTER UNDERSTANDING OF ECONOMIC CONCEPTS, THE NATIONAL BUSINESS EDUCATION ASSOCIATION AND THE JOINT COUNCIL OF ECONOMIC EDUCATION FORMED A PARTNERSHIP IN EDUCATION SOME 20 YEARS AGO. THIS PUBLICATION REVIEWS THE MAJOR ACCOMPLISHMENTS OF THIS VENTURE IN THE HOPE THAT IT WILL ASSIST BUSINESS TEACHERS IN INTEGRATING ECONOMIC CONCEPTS INTO THEIR CLASSES. TOPICS DISCUSSED IN THE REVIEW ARE (1) "TWENTY-YEAR REPORT: JOINT COUNCIL ON

ECONOMIC EDUCATION AND BUSINESS EDUCATION" BY M.L. FRANKEL, (2) "TWENTY-YEAR REPORT: NATIONAL BUSINESS EDUCATION ASSOCIATION AND ECONOMIC EDUCATION" BY R.G. PRICE, (3) "ECONOMIC CONCEPTS FOR UNDERSTANDING EVERYDAY BUSINESS ACTIVITIES" BY F.S. WALLACE, (4) "ECONOMIC EDUCATION IN THE HIGH SCHOOL BUSINESS EDUCATION CURRICULUM" BY A.S. DAUGHTREY, (5) "TEACHING ECONOMIC CONCEPTS IN SECONDARY SCHOOLS" ... IN GENERAL BUSINESS BY T.R. DUFF, IN CONSUMER ECONOMICS BY T.J. BODUCH, IN ADVANCED BASIC BUSINESS BY EUGENE JONES, IN BUSINESS LAW BY R.C. BROWN, IN ACCOUNTING BY R.P. WOLLSCHLAGER, IN ECONOMICS BY M. KOURILSKY, (6) "THE WORLD OF WORK: NEW THRUST IN ECONOMIC EDUCATION" BY R.L. DARCY, (7) "TEACHING ECONOMICS IN THE COMMUNITY COLLEGE" BY R.G. CLERY, AND (8) "BUSINESS TEACHER EDUCATION AND ECONOMICS" BY C. MILLINGTON. (JS)

VT 012 666

AIKEN, WILLIAM; CMVIG, CLAYTON
TRAINING IN MAIL ROOM OCCUPATIONS--A MEANS,
NOT AN END.

KENTUCKY RESEARCH COORDINATING UNIT,
LEXINGTON.
JEFFERSON COUNTY SCHOOLS, LOUISVILLE, KY.
PUB DATE - ND 150P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE
OCCUPATIONS EDUCATION; *TEACHING GUIDES;
*OFFICE MACHINES; *SECONDARY EDUCATION;
RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS;
TEACHING TECHNIQUES; PROGRAM PLANNING; UNITS
OF STUDY (SUBJECT FIELDS); RESEARCH
COORDINATING UNITS; PILOT PROJECTS; ENTRY
WORKERS
IDENTIFIERS - KENTUCKY

ABSTRACT - BASED ON THE RESULTS OF A HIGH SCHOOL PILOT PROJECT, THESE INSTRUCTIONAL MATERIALS WERE DEVELOPED TO AID IN TRAINING MAIL ROOM EMPLOYEES. RECOMMENDED AS A TWELFTH GRADE COURSE, THIS GUIDE INCLUDES TEACHER AND STUDENT INFORMATION ON THE: (1) COLLATOR, JOGGER, AND ELECTRIC STAPLER, (2) MAIL OPENER, (3) FOLDING MACHINE, (4) INSERTING MACHINE, (5) KEYBOARD EMBOSSEING MACHINE, (6) ADDRESSER-PRINTER, (7) MAILING MACHINE, AND (8) PARCEL POST SCALE AND SCALES. ALSO INCLUDED ARE NINE INSTRUCTIONAL UNITS COVERING SUCH TOPICS AS THE ZIP CODE, BULK RATE MAIL, AND AUTOMATION. ADDITIONAL RESOURCE MATERIALS FOR THE TEACHER ARE APPENDED. A DESCRIPTION OF THE PILOT PROJECT IS INCLUDED. (JS)

VT 012 673

GENERAL BUSINESS SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
THE PUBLICATIONS DISTRIBUTION UNIT, STATE
EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224
(SINGLE COPIES, \$.50).
PUB DATE - 70 103P.

DESCRIPTORS - *BUSINESS EDUCATION; ECONOMICS;
SECONDARY EDUCATION; *TEACHING TECHNIQUES;
*RESOURCE MATERIALS; PLANNING; *COURSE
CONTENT; EDUCATIONAL OBJECTIVES; *TEACHING

GUIDES

ABSTRACT - DEVELOPED BY BUSINESS EDUCATORS, THIS TEACHER'S GUIDE WAS PREPARED TO AID IN PLANNING AND CONDUCTING A HIGH SCHOOL GENERAL BUSINESS CLASS. AS A NINTH-GRADE OFFERING, GENERAL BUSINESS BECOMES AN IDEAL INTRODUCTION TO THE BUSINESS EDUCATION PROGRAM. THE PRIMARY OBJECTIVE OF THIS COURSE IS TO HELP STUDENTS UNDERSTAND THE WORKINGS OF THE FREE ENTERPRISE SYSTEM AS WELL AS THEIR ROLE IN THE SYSTEM. MATERIAL IS ARRANGED IN SECTIONS ON ADMINISTRATIVE CONSIDERATION, GENERAL TEACHING SUGGESTIONS, AND OUTLINE OF CONTENT ACCOMPANIED BY SUGGESTED TEACHING PROCEDURES AND ACTIVITIES. ALSO INCLUDED IS INFORMATION CONCERNING FREE CLASSROOM MATERIALS AND A BIBLIOGRAPHY. (JS)

VT 012 708

DITTAO, GAETANO E.

A GUIDE TO THE USE OF TRANSPARENCIES FOR THE BUSINESS EDUCATION TEACHER (BUSINESS SKILL AREAS).

KINNFELN HIGH SCHOOL, N.J.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION

VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$2.00).

PUB DATE - JUL70 214P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; RESOURCE MATERIALS; TEACHING TECHNIQUES; *OVERHEAD PROJECTORS; *TRANSPARENCIES; INSTRUCTIONAL MATERIALS; STENOGRAPHY; BOOKKEEPING; DATA PROCESSING; TYPEWRITING; CLERICAL OCCUPATIONS

ABSTRACT - DEVELOPED BY A STATE DIVISION OF VOCATIONAL EDUCATION, THIS GUIDE HAS BEEN WRITTEN TO SHOW THE BUSINESS EDUCATION TEACHER HOW THE OVERHEAD PROJECTOR CAN BE USED, WHAT MATERIAL IS AVAILABLE, AND HOW TRANSPARENCIES ARE PREPARED. MAJOR SECTIONS INCLUDE: (1) THE TEACHER AND THE OVERHEAD PROJECTOR, (2) THE TRANSPARENCY, (3) WHERE TO PREPARE TRANSPARENCIES, (4) HOW TO USE COLOR, AND (5) APPLICATIONS. ALSO INCLUDED ARE SAMPLE TRANSPARENCIES FOR THE VARIOUS AREAS OF BUSINESS EDUCATION SUCH AS TYPEWRITING, SHORTHAND, BOOKKEEPING, AND DATA PROCESSING. (JS)

VT 013 031

A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME I.

WEBER COUNTY SCHOOL DISTRICT, UTAH.

UTAH STATE BOARD OF EDUCATION, SALT LAKE CITY.

PUB DATE - 70 121P.

DESCRIPTORS - *BUSINESS EDUCATION; *INSTRUCTIONAL MATERIALS; BOOKKEEPING; TYPEWRITING; OFFICE MACHINES; *INDIVIDUALIZED INSTRUCTION; TESTS; *ASSIGNMENTS; ACCOUNTING; *PROGRAMED MATERIALS; SECONDARY EDUCATION;

BEHAVIORAL OBJECTIVES; COURSE CONTENT

ABSTRACT - WITH THE SUPPORT OF SCHOOL ADMINISTRATORS, SEVERAL BUSINESS EDUCATION TEACHERS DEVELOPED THIS PACKAGE OF INDIVIDUALIZED CURRICULUM MATERIALS. THESE MATERIALS ARE ARRANGED IN THREE PARTS WHICH PERTAIN TO BEGINNING TYPEWRITING, BEGINNING AND ADVANCED BUSINESS MACHINES, AND BOOKKEEPING. FOLLOWING THE CONTINUOUS PROGRESS APPROACH, THIS COLOR-CODED DOCUMENT INCLUDES ASSIGNMENTS AND QUIZZES FOR EACH OF THE ABOVE UNITS AS BASED ON SELECTED TEXTBOOKS. BEHAVIORAL OBJECTIVES FOR THE STUDENT AND INSTRUCTIONS FOR THE TEACHER ARE ALSO INCLUDED. A SECOND VOLUME FOR SHORTHAND, TRANSCRIPTION, AND SECRETARIAL PROCEDURES IS AVAILABLE AS VT 013 032, ALSO IN THIS ISSUE. (JS)

VT 013 032

A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME II.

WEBER COUNTY SCHOOL DISTRICT, UTAH.

UTAH STATE BOARD OF EDUCATION, SALT LAKE CITY
PUB DATE - 70 272P.

DESCRIPTORS - *BUSINESS EDUCATION; *INSTRUCTIONAL MATERIALS; *INDIVIDUALIZED INSTRUCTION; TESTS; *ASSIGNMENTS; *PROGRAMED MATERIALS; SECONDARY EDUCATION; BEHAVIORAL OBJECTIVES; COURSE CONTENT; TYPEWRITING; STENOGRAPHY; OFFICE PRACTICE

ABSTRACT - WITH THE SUPPORT OF SCHOOL ADMINISTRATORS, SEVERAL BUSINESS EDUCATORS DEVELOPED THIS PACKAGE OF INDIVIDUALIZED CURRICULUM MATERIALS. THESE MATERIALS ARE ARRANGED IN FOUR PARTS WHICH PERTAIN TO SHORTHAND I AND II, TYPEWRITING AND TRANSCRIPTION, AND SECRETARIAL PROCEDURES. FOLLOWING THE CONTINUOUS PROGRESS APPROACH THIS COLOR-CODED DOCUMENT ALSO INCLUDES ASSIGNMENTS AND QUIZZES FOR EACH OF THE ABOVE UNITS AS BASED ON SELECTED TEXTBOOKS. INSTRUCTIONS FOR THE TEACHER ARE ALSO INCLUDED. A RELATED VOLUME ON BOOKKEEPING, TYPEWRITING, AND BUSINESS MACHINES IS AVAILABLE AS VT 013 031, ALSO IN THIS ISSUE. (JS)

VT 013 040

INDIVIDUALIZED VOCATIONAL CURRICULUM FOR SECRETARIAL AND CLERICAL OFFICE PROCEDURES AT WEBER HIGH SCHOOL.

WEBER COUNTY SCHOOL DISTRICT, UTAH.

PUB DATE - JUL70 101P.

DESCRIPTORS - *BUSINESS EDUCATION; *INSTRUCTIONAL MATERIALS; OFFICE PRACTICE; *INDIVIDUALIZED INSTRUCTION; TESTS; *ASSIGNMENTS; *PROGRAMED MATERIALS; SECONDARY EDUCATION; BEHAVIORAL OBJECTIVES; OFFICE MACHINES; DATA PROCESSING; COOPERATIVE EDUCATION

ABSTRACT - WITH THE SUPPORT OF SCHOOL ADMINISTRATORS, TWO BUSINESS EDUCATION TEACHERS DEVELOPED THIS PACKAGE OF INDIVIDUALIZED CURRICULUM MATERIALS. THESE

BUS ED

67

MATERIALS ARE ARRANGED IN FIVE PARTS WHICH PERTAIN TO SECRETARIAL PROCEDURES, OFFICE MACHINES, BUSINESS MACHINES, AND ON-THE-JOB TRAINING. FOLLOWING THE CONTINUOUS PROGRESS APPROACH, THIS DOCUMENT INCLUDES ASSIGNMENTS AND QUIZZES FOR EACH OF THE ABOVE UNITS AS BASED ON SELECTED TEXTBOOKS. BEHAVIORAL OBJECTIVES FOR THE STUDENT AND INSTRUCTIONS FOR THE TEACHER ARE ALSO INCLUDED. THE UNIT COVERING ON-THE-JOB TRAINING PROVIDES A STUDENT EVALUATION SHEET. (JS)

INDEXES

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
ACCOUNTANTS		VT CC9 047	47
VT 009 363	49	SECRETARIAL SKILLS AND PROCEDURES.	
THE TRAINING OF ACCOUNTANTS.		ADULT COURSE OUTLINE.	
VT 009 364	49	VT CC9 053	47
SYLLABUS OF TRAINING FOR		TRAINING PLAN OUTLINES FOR MANPOWER	
ACCOUNTANTS.		DEVELOPMENT AND TRAINING ACT	
ACCOUNTING		COURSES FOR MEDICAL SECRETARIES AND	
VT 004 776	23	MEDICAL TRANSCRIBERS.	
ED 022 015		VT 009 091	47
COMPUTING AND ACCOUNTING OFFICE		TRAINING PLAN OUTLINES FOR MANPOWER	
OCCUPATIONS; SUGGESTED CURRICULA		DEVELOPMENT AND TRAINING ACT	
GUIDE.		COURSES FOR ENTRY STENOGRAPHERS,	
VT 009 229	48	STENOGRAPHERS (REFRESHER), AND	
TRAINING PLAN OUTLINES FOR MANPOWER		CLERK STENOGRAPHERS.	
DEVELOPMENT AND TRAINING ACT		VT CC9 229	48
COURSES FOR BOOKKEEPERS AND		TRAINING PLAN OUTLINES FOR MANPOWER	
ACCOUNTING CLERKS.		DEVELOPMENT AND TRAINING ACT	
ADMINISTRATOR GUIDES		COURSES FOR BOOKKEEPERS AND	
VT 000 064	2	ACCOUNTING CLERKS.	
A GUIDE -- COOPERATIVE BUSINESS		VT 009 250	48
EDUCATION IN FLORIDA HIGH SCHOOLS.		TRAINING PLAN OUTLINES FOR MANPOWER	
(BULLETIN 73H-4).		DEVELOPMENT AND TRAINING ACT	
VT 010 615	55	COURSES FOR BOOKKEEPING MACHINE	
VOCATIONAL OFFICE EDUCATION IN		OPERATORS, KEY PUNCH OPERATORS,	
FLORIDA HIGH SCHOOLS.		VERIFIER OPERATORS, TRANSCRIBING	
VT 010 773	55	MACHINE OPERATORS, AND OFFICE	
ADMINISTRATIVE HANDBOOK FOR		MACHINE REPAIRMEN.	
BUSINESS AND DISTRIBUTIVE		VT 009 251	49
EDUCATION.		TRAINING PLAN OUTLINES FOR MANPOWER	
ADULT EDUCATION		DEVELOPMENT AND TRAINING ACT	
VT 004 042	20	COURSES FOR EXECUTIVE BILINGUAL	
REVIEW MANUAL FOR CERTIFICATE IN		SECRETARIES AND CLERICAL	
DATA PROCESSING.		SECRETARIES.	
VT 006 720	34	VT 009 258	49
SECRETARIAL TRAINING PROGRAM		TRAINING PLAN OUTLINES FOR MANPOWER	
REPORT.		DEVELOPMENT AND TRAINING ACT	
VT 007 176	36	COURSES FOR ENTRY GENERAL OFFICE	
HOW TO TEACH BUSINESS SUBJECTS.		CLERKS, GENERAL OFFICE CLERKS	
VT 010 245	53	(REFRESHER), AND GENERAL OFFICE	
INTRODUCTION TO AUTOMATIC DATA		CLERKS.	
PROCESSING.		VT 010 941	56
VT 010 558	54	HOW TO TRAIN BANK EMPLOYEES.	
ED 037 566		VT 011 268	59
INSTRUCTIONAL MATERIALS FOR ADULT		ED 041 125	
BUSINESS AND DISTRIBUTIVE		COMPUTER SYSTEMS OPERATOR, A	
EDUCATION.		SUGGESTED INSTRUCTOR'S GUIDE.	
VT 011 140	57	ANNOTATED BIBLIOGRAPHIES	
ED 039 365		VT 010 558	54
INFORMATION COMMUNICATION		ED 037 566	
OCCUPATIONS. A SUGGESTED CURRICULUM		INSTRUCTIONAL MATERIALS FOR ADULT	
GUIDE.		BUSINESS AND DISTRIBUTIVE	
VT 011 169	59	EDUCATION.	
OFFICE MACHINES RESOURCE MATERIALS		ANSWER KEYS	
FOR ADULT PROGRAMS IN BUSINESS AND		VT 003 001	17
DISTRIBUTIVE EDUCATION.		ED 013 942	
ADULT VOCATIONAL EDUCATION		BUSINESS LETTER WRITING FOR	
VT 000 831	6	"PRACTICAL BUSINESS CORRESPONDENCE	
HOW TO TEACH BUSINESS SUBJECTS.		FOR COLLEGES," THIRD EDITION,	
VT 008 070	41	ROBERTSON AND WALKER, SOUTHWESTERN	
A PROGRAMMED TEXT ON HOW TO TRAIN		PUBLISHING COMPANY, 1966,	
AN EMPLOYEE.		INSTRUCTOR'S GUIDE.	
VT 008 482	43	APPRENTICESHIPS	
HUMAN RELATIONS FOR SECRETARIES.		VT 008 374	42
ADULT COURSE OUTLINE.		A TRAINING OFFICER'S GUIDE TO	
VT 008 910	44	COMMERCIAL APPRENTICESHIP.	
BOOKKEEPER II.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
AREA VOCATIONAL SCHOOLS		BASIC BUSINESS EDUCATION	
VT 002 252	14	VT 001 226	10
STUDENT'S INSTRUCTIONAL HANDBOOK IN TYPEWRITING.		INTRODUCTION TO AUTOMATIC BUSINESS DATA PROCESSING,	
ARITHMETIC		VT 004 385	21
VT 001 157	9	BUSINESS EDUCATION, BUSINESS ORIENTATION, TEACHERS GUIDE.	
BUSINESS ARITHMETIC,			
ASSIGNMENTS		BEHAVIORAL OBJECTIVES	
VT 013 031	66	VT 011 418	60
A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME I.		MISCELLANEOUS CLERICAL OCCUPATIONS; SUGGESTED CURRICULA.	
VT 013 032	66	VT 012 128 ED 048 448	64
A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME II.		TERMINAL PERFORMANCE OBJECTIVES FOR SELECTED PROGRAMS IN BUSINESS EDUCATION, DISTRIBUTIVE EDUCATION, WORK EXPERIENCE EDUCATION, AND CAREER GUIDANCE.	
VT 013 040	66	VT 012 135	64
INDIVIDUALIZED VOCATIONAL CURRICULUM FOR SECRETARIAL AND CLERICAL OFFICE PROCEDURES AT WEBER HIGH SCHOOL.		TERMINAL PERFORMANCE OBJECTIVES FOR A PHASED SHORTHAND PROGRAM IN BUSINESS EDUCATION.	
AUDIO EQUIPMENT		VT 012 221	64
VT 010 208	53	CALCULATING MACHINES 1.	
AUDIO AIDS FOR BUSINESS EDUCATION, 1970.		VT 012 222	65
		CALCULATING MACHINES 2.	
AUDIOVISUAL AIDS		BIBLIOGRAPHIES	
VT 000 081 ED 012 306	2	VT 000 081 ED 012 306	2
AUDIO-VISUAL AIDS FOR AUTOMATION.		AUDIO-VISUAL AIDS FOR AUTOMATION.	
VT 007 359	37	VT 000 424 ED 017 626	3
TRANSPARENCY MASTERS. AUTOMATION AND DATA PROCESSING.		OFFICE OCCUPATIONS, INDIVIDUAL INSTRUCTION MATERIALS.	
VT 010 558 ED 037 566	54	VT 000 879 ED 017 635	6
INSTRUCTIONAL MATERIALS FOR ADULT BUSINESS AND DISTRIBUTIVE EDUCATION.		O.E. INDIVIDUAL INSTRUCTION MATERIALS. SUPPLEMENT.	
VT 010 776	56	VT 004 811	24
YOUR BUSINESS TEACHING.		TYPEWRITING ENRICHMENT MATERIALS, SOURCE LIST.	
AUTOINSTRUCTIONAL AIDS		VT 004 857	24
VT 008 307	42	AUTOMATION AND BUSINESS DATA PROCESSING, SOURCE LIST.	
TECHNICAL TYPEWRITING.		VT 007 512	38
AUTOMATION		ENRICHMENT MATERIALS FOR OFFICE PRACTICE AND OFFICE MACHINES CLASSES. MATERIALS FOR BASIC INSTRUCTION AND ON-THE-JOB TRAINING CLINICS, SOURCE LIST.	
VT 000 081 ED 012 306	2	VT 011 716	61
AUDIO-VISUAL AIDS FOR AUTOMATION.		CAREER INFORMATION: BUSINESS AND OFFICE OCCUPATIONS.	
VT 002 786 ED 013 330	16	VT 011 838 ED 047 084	62
GENERAL BUSINESS UNIT, THE INFLUENCE OF AUTOMATION ON BUSINESS AND PERSONAL LIFE.		BIBLIOGRAPHY OF BUSINESS AND OFFICE EDUCATION DOCUMENTS AS LISTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM) FALL 1967 TO FALL 1969.	
BANK TELLERS		BOOKKEEPERS	
VT 001 529	12	VT 008 910	44
BUSINESS TRAINING.		BOOKKEEPER II.	
BANKING		BOOKKEEPING	
VT 001 529	12	VT 001 097	8
BUSINESS TRAINING.		INTRODUCTION TO AUTOMATIC BUSINESS DATA PROCESSING,	
		VT 001 155	8
		BOOKKEEPING 1 AND BOOKKEEPING 2,	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 001 881	13	BUSINESS EDUCATION	
BOOKKEEPING I, SYLLABUS.		VT 000 064	2
VT 002 018	14	A GUIDE -- COOPERATIVE BUSINESS	
101 TEACHING SUGGESTIONS FOR		EDUCATION IN FLORIDA HIGH SCHOOLS.	
STIMULATING STUDENT LEARNING IN		(PULLETT 73H-4).	
BUSINESS EDUCATION.		VT 000 085	2
VT 005 196	25	DATA PROCESSING FOR BUSINESS	
PROPOSAL FOR THE SENIOR INTENSIVE		EDUCATION DEPARTMENTS IN	
BOE CORE PROGRAM (PRELIMINARY		PENNSYLVANIA'S PUBLIC SCHOOLS.	
REPORT),		VT 000 133	2
VT 006 189	28	A RESOURCE UNIT FOR HOW OUR	
BOOKKEEPING, CYCLE I.		BUSINESS SYSTEM OPERATES, TEACHER'S	
VT 007 786	39	HANDBOOK.	
A GUIDE FOR TEACHING BOOKKEEPING IN		VT 000 444	3
COLORADO SCHOOLS.		BUSINESS EDUCATION CURRICULUM	
VT 008 910	44	GUIDELINES, GRADES 7-12.	
BOOKKEEPER II.		VT 000 459	3
VT 009 229	48	BUSINESS EDUCATION IN THE SECONDARY	
TRAINING PLAN OUTLINES FOR MANPOWER		SCHOOL.	
DEVELOPMENT AND TRAINING ACT		VT 000 652	4
COURSES FOR BOOKKEEPERS AND		REPORT OF THE FIFTH ANNUAL BUSINESS	
ACCOUNTING CLERKS.		EDUCATION WORKSHOP IN BUSINESS	
VT 010 774	56	SYSTEMS AND DATA PROCESSING	
BOOKKEEPING MOTIVATION DEVICES.		VT 000 655	5
VT 011 128	57	BUSINESS EDUCATION. PART II,	
CURRICULUM GUIDE FOR SECOND-YEAR		VT 000 671	5
BOOKKEEPING.		BUSINESS EDUCATION, GRADES 10-12, A	
VT 011 645	61	CURRICULUM GUIDE FOR TEACHER AND	
BOOKKEEPING AND ACCOUNTING I AND		COUNSELOR USE.	
BOOKKEEPING AND ACCOUNTING II		VT 000 686	5
SYLLABUS.		DEVELOPING RESOURCE FILES FOR	
BUSINESS		INTRODUCTION TO BUSINESS.	
VT 002 324	15	VT 000 926	6
BUSINESS EDUCATION CURRICULUM		CURRICULUM GUIDE FOR BUSINESS	
IMPLICATIONS OF THE EFFECTS OF		EDUCATION.	
TECHNOLOGY ON THE TYPES OF OFFICE		VT 001 018 ED 021 953	7
MACHINES USED BY SELECTED		SUGGESTIONS FOR TEACHING BUSINESS	
CONNECTICUT BUSINESSES.		PUPILS OF DIFFERENT ABILITY	
BUSINESS ADMINISTRATION		LEVELS--WITH SPECIAL EMPHASIS ON	
VT 008 839	44	PUPILS EXPERIENCING DIFFICULTY.	
GUIDE SYLLABUS FOR THE TRAINING OF		VT 001 092	7
ADMINISTRATIVE AND COMMERCIAL		SMALL BUSINESS MANAGEMENT.	
TRAINEES.		VT 001 096	7
VT 010 207	52	A UNIFORM EDUCATIONAL PROGRAM FOR	
HANDBOOK FOR TEACHERS OF BUSINESS		MACHINE TRANSCRIPTION FOR USE IN	
MANAGEMENT.		GRADES 11 AND 12.	
BUSINESS AND OFFICE EDUCATION		VT 001 097	8
VT 009 091	47	INTRODUCTION TO AUTOMATIC BUSINESS	
TRAINING PLAN OUTLINES FOR MANPOWER		DATA PROCESSING,	
DEVELOPMENT AND TRAINING ACT		VT 001 155	8
COURSES FOR ENTRY STENOGRAPHERS,		BOOKKEEPING 1 AND BOOKKEEPING 2,	
STENOGRAPHERS (REFRESHER), AND		VT 001 156	8
CLERK STENOGRAPHERS.		SYLLABUS AND TEACHING SUGGESTIONS	
BUSINESS CORRESPONDENCE		FOR A COURSE IN OFFICE PRACTICE,	
VT 007 148	35	VT 001 157	9
OFFICE PRACTICE UNIT: HANDLING THE		BUSINESS ARITHMETIC,	
MAIL.		VT 001 158	9
VT 007 150	35	IDEA STIMULATORS FOR INTRODUCTION	
HANDLING THE MAIL, TRANSPARENCY		TO BUSINESS;	
MASTERS.		VT 001 224	9
VT 008 942	46	INTRODUCTION TO BUSINESS SYLLABUS.	
LETTER STYLES (TRANSPARENCY		VT 001 226	10
MASTERS).		INTRODUCTION TO AUTOMATIC BUSINESS	
		DATA PROCESSING,	
		VT 001 229	10
		EXPERIMENTAL OUTLINES FOR	
		INSTRUCTION IN KEY PUNCH MACHINE	
		OPERATION AND AUTOMATIC BUSINESS	
		DATA PROCESSING	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 001 286 ED 021 955	10	VT 003 749	20
TODAY'S PREPARATION FOR TOMORROW'S		BLOCK-TIME BUSINESS EDUCATION. A	
JOB. CURRICULUM GUIDE AND		PRELIMINARY REPORT.	
HANDBOOK.		VT 003 996	20
VT 001 326	11	TEACHING TYPING, 1.	
TEACHING PERSONAL DEVELOPMENT FOR		VT 004 028	20
OCCUPATIONAL PREPARATION. A		YOU AND THE COMPUTER. A STUDENT'S	
TEACHER'S MANUAL.		GUIDE.	
VT 001 348	11	VT 004 334 ED 020 324	21
OFFICE PROCEDURES: A TEACHER'S		THE BUSINESS CURRICULUM. SOUTH	
MANUAL.		WESTERN MONOGRAPHS IN BUSINESS AND	
VT 001 407	12	ECONOMIC EDUCATION NUMBER 100.	
BUSINESS FORMS: TRANSPARENCY		VT 004 747	22
MASTERS		SUGGESTED POST-SECONDARY BUSINESS	
VT 001 446	12	EDUCATION GUIDELINE.	
TEACHING BUSINESS DATA PROCESSING		VT 004 859	24
IN HIGH SCHOOL OFFICE PRACTICE AND		COMMENTS AND CURRICULA RELATED TO	
POST-HIGH SCHOOL.		THIRD GENERATION DATA PROCESSING	
VT 001 529	12	AND SPECIFICALLY IBM SYSTEM/360;	
BUSINESS TRAINING.		SUMMARY OF AN IN-SERVICE TRAINING	
VT 001 577	12	REPORT.	
BUSINESS LAW FOR HIGH SCHOOLS.		VT 004 860	25
VT 001 873	13	COMMENTS AND CURRICULA RELATED TO	
EDUCATION FOR BUSINESS.		THIRD GENERATION DATA PROCESSING	
VT 001 881	13	AND SPECIFICALLY IBM SYSTEM/360;	
BOOKKEEPING I, SYLLABUS.		AN IN-SERVICE TRAINING REPORT.	
VT 001 987	14	VT 004 924	25
ADVANCED SHORTHAND AND		OFFICE PRACTICE, GENERAL BUSINESS.	
TRANSCRIPTION;		UNIT--CAREERS IN BUSINESS AND	
VT 002 018	14	OFFICE OCCUPATIONS.	
101 TEACHING SUGGESTIONS FOR		VT 005 246	26
STIMULATING STUDENT LEARNING IN		INTRODUCTORY BUSINESS FOR EVERYDAY	
BUSINESS EDUCATION.		LIVING.	
VT 002 252	14	VT 005 280	26
STUDENT'S INSTRUCTIONAL HANDBOOK IN		THE PRE-TECHNICAL PROJECT,	
TYPEWRITING.		BUSINESS TECHNOLOGY, 11TH YEAR.	
VT 002 256	14	VT 005 281	26
PRINTING CALCULATOR, STUDENT		THE PRE-TECHNICAL PROJECT, BUSINESS	
WORKBOOK.		TECHNOLOGY, 12TH YEAR.	
VT 002 361 ED 013 322	15	VT 005 282	26
ELECTRONIC DATA PROCESSING--I, A		BUSINESS EDUCATION CURRICULUM	
SUGGESTED 2-YEAR POST HIGH SCHOOL		GUIDE.	
CURRICULUM FOR COMPUTER PROGRAMERS		VT 005 440	27
AND BUSINESS APPLICATIONS ANALYSTS.		TYPEWRITING 8, TYPEWRITING 1,	
VT 002 728	16	TYPEWRITING 2, COURSE GUIDES.	
SHORTHAND I (FIRST YEAR), COURSE		VT 005 917	27
GUIDE.		SECRETARIES ON THE SPOT.	
VT 002 786 ED 013 330	16	VT 005 992	28
GENERAL BUSINESS UNIT, THE		SHORTHAND FOR BUSINESS EDUCATION	
INFLUENCE OF AUTOMATION ON BUSINESS		DEPARTMENTS IN PENNSYLVANIA'S	
AND PERSONAL LIFE.		PUBLIC SCHOOLS.	
VT 003 014 ED 013 944	18	VT 006 190	28
COURT REPORTING. (BUSINESS		ORGANIZING THE OFFICE PRACTICE	
TECHNOLOGY).		COURSE.	
VT 003 015 ED 013 945	18	VT 006 195	28
TRAFFIC AND TRANSPORTATION.		MANAGEMENT AIDS FOR SMALL BUSINESS.	
(BUSINESS TECHNOLOGY).		ANNUAL NO. 1.	
VT 003 124 ED 013 335	18	VT 006 196	29
THE CURRICULUM FOR A MODEL BUSINESS		MANAGEMENT AIDS FOR SMALL BUSINESS.	
EDUCATION PROGRAM.		ANNUAL NO. 3.	
VT 003 165 ED 013 951	19	VT 006 197	29
DATA PROCESSING, LABORATORY		MANAGEMENT AIDS FOR SMALL	
PROCEDURES AND THEORY, COURSE OF		MANUFACTURERS. ANNUAL NO. 4.	
STUDY.		VT 006 198	29
VT 003 272	19	MANAGEMENT AIDS FOR SMALL	
THE BUSINESS EDUCATION CURRICULUM.		MANUFACTURERS. ANNUAL NO. 5.	
VT 003 598	20	VT 006 199	30
OFFICE AND BUSINESS PRACTICES.		MANAGEMENT AIDS FOR SMALL	
CAREER GUIDANCE SERIES.		MANUFACTURERS. ANNUAL NO. 6.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 006 200	30	VT 007 978	40
MANAGEMENT AIDS FOR SMALL		SUGGESTED CURRICULUM GUIDE FOR:	
MANUFACTURERS. ANNUAL NO. 7.		VOCATIONAL OFFICE PROCEDURES.	
VT 006 201	30	VT 008 057	41
MANAGEMENT AIDS FOR SMALL		MANUAL FOR USES CLERICAL SKILLS	
MANUFACTURERS. ANNUAL NO. 8.		TESTS.	
VT 006 202	31	VT 008 070	41
MANAGEMENT AIDS FOR SMALL		A PROGRAMMED TEXT ON HOW TO TRAIN	
MANUFACTURERS. ANNUAL NO. 9.		AN EMPLOYEE.	
VT 006 203	31	VT 008 130	41
MANAGEMENT AIDS FOR SMALL		CONNECTICUT BUSINESS EDUCATION	
MANUFACTURERS. ANNUAL NO. 10.		HANDBOOK.	
VT 006 204	31	VT 008 134	41
MANAGEMENT AIDS FOR SMALL		PROGRAMMED TEXT ON ORIENTATION TO	
MANUFACTURERS.		AN OFFICE EDUCATION PROGRAM.	
VT 006 222	32	VT 008 236	42
BUSINESS ORGANIZATION.		SIMULATED OFFICE PRACTICE.	
VT 006 232	32	TEACHER'S GUIDE.	
CLERICAL PRACTICE,		VT 008 249	42
VT 006 392	32	A SUGGESTED CURRICULUM GUIDE FOR	
A GUIDE FOR THE HIGH SCHOOL		TYPING AND RELATED OCCUPATIONS.	
COORDINATING TEACHER IN DEVELOPING		VT 008 307	42
A COOPERATIVE OFFICE EDUCATION		TECHNICAL TYPEWRITING.	
PROGRAM.		VT 008 374	42
VT 006 396	32	A TRAINING OFFICER'S GUIDE TO	
OFFICE MACHINES FOR HIGH SCHOOLS.		COMMERCIAL APPRENTICESHIP.	
VT 006 670	33	VT 008 482	43
BUSINESS COMMUNICATION.		HUMAN RELATIONS FOR SECRETARIES.	
VT 006 745	34	ADULT COURSE OUTLINE.	
DATA PROCESSING I.		VT 008 706	43
VT 007 135	35	SUGGESTIONS FOR DEVELOPING A	
ED 023 894		PROMOTION HANDBOOK FOR BUSINESS AND	
A PLANNING STUDY TO DETERMINE THE		DISTRIBUTIVE EDUCATION.	
FEASIBILITY OF DEVELOPING A NEW		VT 008 823	43
BUSINESS AND OFFICE EDUCATION		STANDARD TYPEWRITER KEYBOARD;	
CURRICULUM.		TEN-KEY ADDING MACHINE KEYBOARD	
VT 007 176	36	ARRANGEMENTS AND TRANSPARENCIES ON	
HOW TO TEACH BUSINESS SUBJECTS.		SHORTHAND PAD (TRANSPARENCY	
VT 007 186	36	MASTERS).	
WORKSHOP REPORT OF OVERVIEW OF THE		VT 008 840	44
INTENSIVE PROGRAM.		RECOMMENDATIONS ON COMMERCIAL AND	
VT 007 193	36	CLERICAL TRAINING.	
OFFICE PRACTICE, CURRICULUM GUIDE.		VT 008 910	44
VT 007 235	37	BOOKKEEPER II.	
BUSINESS INFORMATION SYSTEMS;		VT 008 923	45
COURSE OUTLINE.		COOPERATIVE OFFICE EDUCATION.	
VT 007 306	37	VT 008 992	46
INTRODUCTION TO DATA PROCESSING FOR		DEVELOPING ECONOMIC CONCEPTS	
BUSINESS TEACHERS; A STUDY GUIDE.		THROUGH INTRODUCTION TO BUSINESS.	
VT 007 359	37	VT 009 047	47
TRANSPARENCY MASTERS. AUTOMATION		SECRETARIAL SKILLS AND PROCEDURES.	
AND DATA PROCESSING.		ADULT COURSE OUTLINE.	
VT 007 512	38	VT 009 053	47
ENRICHMENT MATERIALS FOR OFFICE		TRAINING PLAN OUTLINES FOR MANPOWER	
PRACTICE AND OFFICE MACHINES		DEVELOPMENT AND TRAINING ACT	
CLASSES. MATERIALS FOR BASIC		COURSES FOR MEDICAL SECRETARIES AND	
INSTRUCTION AND ON-THE-JOB TRAINING		MEDICAL TRANSCRIBERS.	
CLINICS, SOURCE LIST.		VT 009 174	47
VT 007 692	38	TYPEWRITING: A TENTATIVE PROGRAM OF	
IBEA HANDBOOK FOR TEACHERS OF		INSTRUCTION.	
OFFICE PROCEDURES.		VT 009 191	48
VT 007 700	38	BUSINESS AND OFFICE EDUCATION	
TRANSPARENCIES FOR BUSINESS		HANDBOOK.	
CLASSES. SOURCE LIST.		VT 009 229	48
VT 007 976	40	TRAINING PLAN OUTLINES FOR MANPOWER	
SUGGESTED CURRICULUM GUIDE FOR:		DEVELOPMENT AND TRAINING ACT	
CLERICAL.		COURSES FOR BOOKKEEPERS AND	
VT 007 977	40	ACCOUNTING CLERKS.	
SUGGESTED CURRICULUM GUIDE FOR:			
COOPERATIVE OFFICE.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 009 250	48	VT 010 600	54
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR BOOKKEEPING MACHINE OPERATORS, KEY PUNCH OPERATORS, VERIFIER OPERATORS, TRANSCRIBING MACHINE OPERATORS, AND OFFICE MACHINE REPAIRMEN.		BUSINESS EDUCATION CURRICULUM GUIDE.	
VT 009 251	49	VT 010 773	55
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR EXECUTIVE BILINGUAL SECRETARIES AND CLERICAL SECRETARIES.		ADMINISTRATIVE HANDBOOK FOR BUSINESS AND DISTRIBUTIVE EDUCATION.	
VT 009 258	49	VT 010 774	56
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY GENERAL OFFICE CLERKS, GENERAL OFFICE CLERKS (REFRESHER), AND GENERAL OFFICE CLERKS.		BOOKKEEPING MOTIVATION DEVICES.	
VT 009 271	49	VT 010 775	56
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY, REFRESHER, AND GENERAL CLERK TYPISTS.		TYPEWRITING.	
VT 009 363	49	VT 010 776	56
THE TRAINING OF ACCOUNTANTS.		YOUR BUSINESS TEACHING.	
VT 009 364	49	VT 010 941	56
SYLLABUS OF TRAINING FOR ACCOUNTANTS.		HOW TO TRAIN BANK EMPLOYEES.	
VT 009 365	50	VT 010 971 ED 042 004	56
THE GENERAL TRAINING OF CLERICAL STAFF.		DATA COMMUNICATIONS IN BUSINESS. AN INTRODUCTION.	
VT 009 498	50	VT 011 127	57
UNDERSTANDING FINANCIAL STATEMENTS; 7 KEYS TO VALUE.		CURRICULUM GUIDE FOR GREGG SHORTHAND I.	
VT 009 673	50	VT 011 128	57
OFFICE PRACTICE; A TEACHERS GUIDE.		CURRICULUM GUIDE FOR SECOND-YEAR BOOKKEEPING.	
VT 009 967	51	VT 011 145	58
BUSINESS AND MARKETING EDUCATION GUIDE.		TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD.	
VT 009 968	51	VT 011 271	59
SUGGESTED GUIDE FOR COOPERATIVE OFFICE EDUCATION AND DATA PROCESSING.		A POSITION PAPER ON ELECTRONIC DATA PROCESSING CURRICULUM PHILOSOPHY AND A SUGGESTED CURRICULUM GUIDE.	
VT 009 972	52	VT 011 532 ED 041 174	60
A GUIDE FOR TEACHING VOCATIONAL OFFICE EDUCATION.		BUSINESS EDUCATION, COURSE DESCRIPTION.	
VT 009 977	52	VT 011 575	60
COOPERATIVE BUSINESS EDUCATION IN FLORIDA'S HIGH SCHOOLS.		RECORDKEEPING SYLLABUS.	
VT 010 114	52	VT 011 645	61
SUPPLEMENTARY MATERIALS HANDBOOK FOR INTENSIVE BUSINESS AND OFFICE EDUCATION.		BOOKKEEPING AND ACCOUNTING I AND BOOKKEEPING AND ACCOUNTING II SYLLABUS.	
VT 010 207	52	VT 011 716	61
HANDBOOK FOR TEACHERS OF BUSINESS MANAGEMENT.		CAREER INFORMATION: BUSINESS AND OFFICE OCCUPATIONS.	
VT 010 208	53	VT 011 803	62
AUDIO AIDS FOR BUSINESS EDUCATION, 1970.		AUTOMATIC DATA PROCESSING ORIENTATION TRAINING.	
VT 010 465	54	VT 011 838 ED 047 084	62
DATA PROCESSING, A COURSE OF STUDY.		BIBLIOGRAPHY OF BUSINESS AND OFFICE EDUCATION DOCUMENTS AS LISTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM) FALL 1967 TO FALL 1969.	
VT 010 558 ED 037 566	54	VT 011 938	63
INSTRUCTIONAL MATERIALS FOR ADULT BUSINESS AND DISTRIBUTIVE EDUCATION.		SHORTHAND FOR HIGH SCHOOLS.	
		VT 012 128 ED 048 448	64
		TERMINAL PERFORMANCE OBJECTIVES FOR SELECTED PROGRAMS IN BUSINESS EDUCATION, DISTRIBUTIVE EDUCATION, WORK EXPERIENCE EDUCATION, AND CAREER GUIDANCE.	
		VT 012 135	64
		TERMINAL PERFORMANCE OBJECTIVES FOR A PHASED SHORTHAND PROGRAM IN BUSINESS EDUCATION.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 012 202 BUSINESS ENGLISH FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS.	64	VT 010 600 BUSINESS EDUCATION CURRICULUM GUIDE.	54
VT 012 221 CALCULATING MACHINES 1.	64	CALCULATORS	
VT 012 222 CALCULATING MACHINES 2.	65	VT 002 256 PRINTING CALCULATOR, STUDENT WORKBOOK.	14
VT 012 547 FD 047 145 TWO DECADES OF PARTNERSHIP IN ECONOMIC EDUCATION.	65	CAREER PLANNING	
VT 012 666 TRAINING IN MAIL ROOM OCCUPATIONS--A MEANS, NOT AN END.	65	VT 004 924 OFFICE PRACTICE, GENERAL BUSINESS. UNIT--CAREERS IN BUSINESS AND OFFICE OCCUPATIONS.	25
VT 012 673 GENERAL BUSINESS SYLLABUS.	65	VT 007 813 EXPLORING BUSINESS OCCUPATIONAL INFORMATION.	39
VT 012 708 A GUIDE TO THE USE OF TRANSPARENCIES FOR THE BUSINESS EDUCATION TEACHER (BUSINESS SKILL AREAS).	66	CARPETING	
VT 013 031 A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME I.	66	VT 008 585 TRAINING RECOMMENDATIONS: CLERICAL AND COMMERCIAL OCCUPATIONS.	43
VT 013 032 A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME II.	66	CASE STUDIES (EDUCATION)	
VT 013 040 INDIVIDUALIZED VOCATIONAL CURRICULUM FOR SECRETARIAL AND CLERICAL OFFICE PROCEDURES AT WEBER HIGH SCHOOL.	66	VT 005 917 SECRETARIES ON THE SPOT.	27
BUSINESS EDUCATION TEACHERS		CATALOGS	
VT 000 831 HOW TO TEACH BUSINESS SUBJECTS.	6	VT 007 700 TRANSPARENCIES FOR BUSINESS CLASSES. SOURCE LIST.	38
VT 007 176 HOW TO TEACH BUSINESS SUBJECTS.	36	CERTIFICATION	
BUSINESS ENGLISH		VT 004 042 REVIEW MANUAL FOR CERTIFICATE IN DATA PROCESSING.	20
VT 012 202 BUSINESS ENGLISH FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS.	64	CHANGING ATTITUDES	
BUSINESS LAW		VT 006 720 SECRETARIAL TRAINING PROGRAM REPORT.	34
VT 001 577 BUSINESS LAW FOR HIGH SCHOOLS.	12	CHARTS	
VT 001 971 BUSINESS LAW 11 OR 12.	13	VT 000 133 A RESOURCE UNIT FOR HOW OUR BUSINESS SYSTEM OPERATES, TEACHER'S HANDBOOK.	2
BUSINESS SKILLS		CINCINNATI PUBLIC SCHOOLS	
VT 011 750 LIBRARY TECHNICAL ASSISTANT PROGRAM; A ONE YEAR CURRICULUM GUIDE.	62	VT 006 232 CLERICAL PRACTICE,	32
BUSINESS SUBJECTS		CLASSROOM MATERIALS	
VT 001 971 BUSINESS LAW 11 OR 12.	13	VT 011 143 TIMED WRITING, NO. 1-7.	58
VT 009 967 BUSINESS AND MARKETING EDUCATION GUIDE.	51	VT 011 145 TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD.	58
		CLASSROOM TECHNIQUES	
		VT 001 018 ED 021 953 SUGGESTIONS FOR TEACHING BUSINESS PUPILS OF DIFFERENT ABILITY LEVELS--WITH SPECIAL EMPHASIS ON PUPILS EXPERIENCING DIFFICULTY.	7

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
CLERICAL OCCUPATIONS		COMMUNICATIONS	
VT 000 882	6	VT 010 971 ED 042 004	56
TEACHERS' GUIDE FOR CLERK TYPIST.		DATA COMMUNICATIONS IN BUSINESS. AN	
VT 001 315	11	INTRODUCTION.	
CLERICAL PRACTICE FOR HIGH SCHOOLS.		COMMUNITY ACTION INSTITUTE, HARTFORD,	
VT 002 739	16	CONNECTICUT	
BETTER OFFICE SKILLS AND SERVICE,		VT 006 720	34
STUDENT MANUAL.		SECRETARIAL TRAINING PROGRAM	
VT 004 778 ED 017 721	23	REPORT.	
FILING AND RELATED OCCUPATIONS,		COMPUTER SCIENCE EDUCATION	
VT 006 189	28	VT 006 873 ED 022 926	34
BOOKKEEPING, CYCLE I.		DEVELOPMENT OF A CURRICULUM TO MEET	
VT 006 232	32	CHANGING MANPOWER NEEDS OF THE	
CLERICAL PRACTICE,		COMPUTER AND BUSINESS MACHINE	
VT 007 813	39	INDUSTRIES; INTERIM DEVELOPMENTS.	
EXPLORING BUSINESS OCCUPATIONAL		FINAL REPORT.	
INFORMATION.		COMPUTERS	
VT 007 976	40	VT 004 028	20
SUGGESTED CURRICULUM GUIDE FOR:		YOU AND THE COMPUTER. A STUDENT'S	
CLERICAL.		GUIDE.	
VT 008 057	41	VT 004 859	24
MANUAL FOR USES CLERICAL SKILLS		COMMENTS AND CURRICULA RELATED TO	
TESTS.		THIRD GENERATION DATA PROCESSING	
CLERICAL WORKERS		AND SPECIFICALLY IBM SYSTEM/360;	
VT 007 777	38	SUMMARY OF AN IN-SERVICE TRAINING	
TRAINING FOR OFFICE SUPERVISION.		REPORT.	
VT 008 585	43	VT 004 860	25
TRAINING RECOMMENDATIONS: CLERICAL		COMMENTS AND CURRICULA RELATED TO	
AND COMMERCIAL OCCUPATIONS.		THIRD GENERATION DATA PROCESSING	
VT 009 258	49	AND SPECIFICALLY IBM SYSTEM/360;	
TRAINING PLAN OUTLINES FOR MANPOWER		AN IN-SERVICE TRAINING REPORT.	
DEVELOPMENT AND TRAINING ACT		CONCEPT TEACHING	
COURSES FOR ENTRY GENERAL OFFICE		VT 012 547 ED 047 145	65
CLERKS, GENERAL OFFICE CLERKS		TWO DECADES OF PARTNERSHIP IN	
(REFRESHER), AND GENERAL OFFICE		ECONOMIC EDUCATION.	
CLERKS.		CONSUMER ECONOMICS	
VT 009 365	50	VT 005 246	26
THE GENERAL TRAINING OF CLERICAL		INTRODUCTORY BUSINESS FOR EVERYDAY	
STAFF.		LIVING.	
COCURRICULAR ACTIVITIES		CONSUMER EDUCATION	
VT 011 835	62	VT 005 441	27
CLUB HANDBOOK; TENTATIVE GUIDELINES		GENERAL BUSINESS, COURSE GUIDE.	
FOR OPERATION.		COOPERATIVE EDUCATION	
COGNITIVE PROCESSES		VT 000 064	2
VT 011 596 ED 042 052	61	A GUIDE -- COOPERATIVE BUSINESS	
PROGRAMED INSTRUCTION FOR		EDUCATION IN FLORIDA HIGH SCHOOLS.	
DECISION-MAKING ASPECTS OF TYPING		(BULLETIN 73H-4).	
TASKS.		VT 002 797 ED 013 332	17
COMMUNICATION OCCUPATIONS		SUPERVISING OCCUPATIONAL EXPERIENCE	
VT 011 140 ED 039 365	57	IN BUSINESS EDUCATION, A REPORT OF	
INFORMATION COMMUNICATION		A WORKSHOP ON SUPERVISING	
OCCUPATIONS. A SUGGESTED CURRICULUM		OCCUPATIONAL EXPERIENCE IN BUSINESS	
GUIDE.		EDUCATION (NEW MEXICO STATE	
COMMUNICATION PROBLEMS		UNIVERSITY, CARLSBAD BRANCH, AUGUST	
VT 005 917	27	8-24, 1966).	
SECRETARIES ON THE SPOT.		VT 006 392	32
COMMUNICATION SKILLS		A GUIDE FOR THE HIGH SCHOOL	
VT 006 670	33	COORDINATING TEACHER IN DEVELOPING	
BUSINESS COMMUNICATION.		A COOPERATIVE OFFICE EDUCATION	
		PROGRAM.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 007 977	40	CURRICULUM	
SUGGESTED CURRICULUM GUIDE FOR:		VT 001 168	9
COOPERATIVE OFFICE.		FD 023 784	
VT 008 913	45	DATA PROCESSING; A SUGGESTED	
COORDINATOR'S HANDBOOK, COOPERATIVE		TWO-YEAR POST HIGH SCHOOL	
OFFICE EDUCATION.		CURRICULUM. SECOND EDITION.	
VT 008 923	45	VT 001 286	10
COOPERATIVE OFFICE EDUCATION.		ED 021 955	
VT 009 968	51	TODAY'S PREPARATION FOR TOMORROW'S	
SUGGESTED GUIDE FOR COOPERATIVE		JOBS. CURRICULUM GUIDE AND	
OFFICE EDUCATION AND DATA		HANDBOOK.	
PROCESSING.		VT 002 310	15
VT 010 266	53	ED 017 660	
OFFICE PRACTICES.		ELECTRONIC BUSINESS DATA PROCESSING	
VT 010 611	54	PERIPHERAL EQUIPMENT OCCUPATIONS,	
BUSINESS AND OFFICE EDUCATION:		SUGGESTED CURRICULA.	
BEFORE AND AFTER IN INDIANA.		VT 002 361	15
COOPERATIVE PROGRAMS		ED 013 322	
VT 009 968	51	ELECTRONIC DATA PROCESSING--I, A	
SUGGESTED GUIDE FOR COOPERATIVE		SUGGESTED 2-YEAR POST HIGH SCHOOL	
OFFICE EDUCATION AND DATA		CURRICULUM FOR COMPUTER PROGRAMERS	
PROCESSING.		AND BUSINESS APPLICATIONS ANALYSTS.	
COURSE CONTENT		VT 003 014	18
VT 009 174	47	ED 013 944	
TYPEWRITING: A TENTATIVE PROGRAM OF		COURT REPORTING. (BUSINESS	
INSTRUCTION.		TECHNOLOGY).	
VT 010 465	54	VT 003 015	18
DATA PROCESSING, A COURSE OF STUDY.		ED 013 945	
VT 011 140	57	TRAFFIC AND TRANSPORTATION.	
ED 039 365		(BUSINESS TECHNOLOGY).	
INFORMATION COMMUNICATION		VT 003 124	18
OCCUPATIONS. A SUGGESTED CURRICULUM		ED 013 335	
GUIDE.		THE CURRICULUM FOR A MODEL BUSINESS	
VT 011 645	61	EDUCATION PROGRAM.	
BOOKKEEPING AND ACCOUNTING I AND		VT 003 165	19
BOOKKEEPING AND ACCOUNTING II		ED 013 951	
SYLLABUS.		DATA PROCESSING, LABORATORY	
VT 012 673	65	PROCEDURES AND THEORY, COURSE OF	
GENERAL BUSINESS SYLLABUS.		STUDY.	
COURSE DESCRIPTIONS		VT 003 272	19
VT 000 459	3	THE BUSINESS EDUCATION CURRICULUM.	
BUSINESS EDUCATION IN THE SECONDARY		VT 003 749	20
SCHOOL.		BLOCK-TIME BUSINESS EDUCATION. A	
VT 004 747	22	PRELIMINARY REPORT.	
SUGGESTED POST-SECONDARY BUSINESS		VT 004 334	21
EDUCATION GUIDELINE.		ED 020 324	
VT 011 645	61	THE BUSINESS CURRICULUM. SOUTH	
BOOKKEEPING AND ACCOUNTING I AND		WESTERN MONOGRAPHS IN BUSINESS AND	
BOOKKEEPING AND ACCOUNTING II		ECONOMIC EDUCATION NUMBER 100.	
SYLLABUS.		VT 004 747	22
VT 011 891	63	SUGGESTED POST-SECONDARY BUSINESS	
ELECTRONIC BUSINESS DATA PROCESSING		EDUCATION GUIDELINE.	
PROGRAMMER ANALYST OCCUPATIONS;		VT 004 859	24
SUGGESTED CURRICULA.		COMMENTS AND CURRICULA RELATED TO	
COURSE ORGANIZATION		THIRD GENERATION DATA PROCESSING	
VT 011 127	57	AND SPECIFICALLY IBM SYSTEM/360;	
CURRICULUM GUIDE FOR GREGG		SUMMARY OF AN IN-SERVICE TRAINING	
SHORTHAND I.		REPORT.	
COURT REPORTERS		VT 005 282	26
VT 003 014	18	ED 013 944	
COURT REPORTING. (BUSINESS		BUSINESS EDUCATION CURRICULUM	
TECHNOLOGY).		GUIDE.	
		VT 005 449	27
		SUGGESTED NEW CURRICULUM PATTERNS	
		FOR OFFICE OCCUPATIONS EDUCATION.	
		CURRICULUM DEVELOPMENT	
		VT 001 601	13
		ED 016 049	
		DEVELOPING THE OCCUPATIONAL	
		BUSINESS EDUCATION PROGRAM IN THE	
		SMALL HIGH SCHOOL. BUSINESS	
		EDUCATION CURRICULUM DEVELOPMENT	
		SERIES.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 002 418 ED 013 325	16	VT 001 157	9
ELECTRONIC DATA PROCESSING IN		BUSINESS ARITHMETIC,	
ENGINEERING, SCIENCE, AND BUSINESS.		VT 001 168 ED 023 784	9
SUGGESTED TECHNIQUES FOR		DATA PROCESSING; A SUGGESTED	
DETERMINING COURSES OF STUDY IN		TWO-YEAR POST HIGH SCHOOL	
VOCATIONAL AND TECHNICAL EDUCATION		CURRICULUM. SECOND EDITION.	
PROGRAMS.		VT 001 224	9
VT 007 135 ED 023 894	35	INTRODUCTION TO BUSINESS SYLLABUS.	
A PLANNING STUDY TO DETERMINE THE		VT 001 229	10
FEASIBILITY OF DEVELOPING A NEW		EXPERIMENTAL OUTLINES FOR	
BUSINESS AND OFFICE EDUCATION		INSTRUCTION IN KEY PUNCH MACHINE	
CURRICULUM.		OPERATION AND AUTOMATIC BUSINESS	
VT 011 418	60	DATA PROCESSING	
MISCELLANEOUS CLERICAL OCCUPATIONS;		VT 001 286 ED 021 955	10
SUGGESTED CURRICULA.		TODAY'S PREPARATION FOR TOMORROW'S	
		JOBS. CURRICULUM GUIDE AND	
CURRICULUM EVALUATION		HANDBOOK.	
VT 011 271	59	VT 001 315	11
A POSITION PAPER ON ELECTRONIC DATA		CLERICAL PRACTICE FOR HIGH SCHOOLS.	
PROCESSING CURRICULUM PHILOSOPHY		VT 001 529	12
AND A SUGGESTED CURRICULUM GUIDE.		BUSINESS TRAINING.	
		VT 001 577	12
CURRICULUM GUIDES		BUSINESS LAW FOR HIGH SCHOOLS.	
VT 000 064	2	VT 001 881	13
A GUIDE -- COOPERATIVE BUSINESS		BOOKKEEPING I, SYLLABUS.	
EDUCATION IN FLORIDA HIGH SCHOOLS.		VT 002 310 ED 017 660	15
(BULLETIN 73H-4).		ELECTRONIC BUSINESS DATA PROCESSING	
VT 000 444	3	PERIPHERAL EQUIPMENT OCCUPATIONS,	
BUSINESS EDUCATION CURRICULUM		SUGGESTED CURRICULA.	
GUIDELINES, GRADES 7-12.		VT 002 361 ED 013 322	15
VT 000 600 ED 023 783	4	ELECTRONIC DATA PROCESSING--I, A	
THE HIGH SCHOOL VOCATIONAL		SUGGESTED 2-YEAR POST HIGH SCHOOL	
STENOGRAPHIC PROGRAM: TENTATIVE		CURRICULUM FOR COMPUTER PROGRAMERS	
REPORT, (REPORT ON THE CURRICULUM		AND BUSINESS APPLICATIONS ANALYSTS.	
WORKSHOP, JUNE 12-JULY 2, 1965).		VT 002 728	16
VT 000 609	4	SHORTHAND I (FIRST YEAR), COURSE	
TEACHING GUIDE FOR VOCATIONAL		GUIDE.	
OFFICE TRAINING,		VT 003 165 ED 013 951	19
VT 000 652	4	DATA PROCESSING, LABORATORY	
REPORT OF THE FIFTH ANNUAL BUSINESS		PROCEDURES AND THEORY, COURSE OF	
EDUCATION WORKSHOP IN BUSINESS		STUDY.	
SYSTEMS AND DATA PROCESSING		VT 004 708 ED 017 718	22
VT 000 654	5	SUGGESTIONS FOR A HIGH SCHOOL	
TEACHING GUIDE IN BUSINESS		VOCATIONAL STENOGRAPHER PROGRAM, A	
EDUCATION. PART IV,		WORKSHOP REPORT.	
VT 000 655	5	VT 004 747	22
BUSINESS EDUCATION. PART II,		SUGGESTED POST-SECONDARY BUSINESS	
VT 000 671	5	EDUCATION GUIDELINE.	
BUSINESS EDUCATION, GRADES 10-12, A		VT 004 776 ED 022 015	23
CURRICULUM GUIDE FOR TEACHER AND		COMPUTING AND ACCOUNTING OFFICE	
COUNSELOR USE.		OCCUPATIONS; SUGGESTED CURRICULA	
VT 000 882	6	GUIDE.	
TEACHERS' GUIDE FOR CLERK TYPIST.		VT 004 777 ED 017 720	23
VT 000 926	6	STENOGRAPHIC, SECRETARIAL, AND	
CURRICULUM GUIDE FOR BUSINESS		RELATED OCCUPATIONS, SUGGESTED	
EDUCATION.		CURRICULA GUIDE.	
VT 001 087	7	VT 004 778 ED 017 721	23
SYLLABUS AND TEACHING SUGGESTIONS		FILING AND RELATED OCCUPATIONS,	
FOR A COURSE IN SECRETARIAL		VT 004 842 ED 019 484	24
PRACTICE.		STENOGRAPHIC, SECRETARIAL, AND	
VT 001 097	8	RELATED OCCUPATIONS,	
INTRODUCTION TO AUTOMATIC BUSINESS		VT 004 860	25
DATA PROCESSING,		COMMENTS AND CURRICULA RELATED TO	
VT 001 155	8	THIRD GENERATION DATA PROCESSING	
BOOKKEEPING 1 AND BOOKKEEPING 2,		AND SPECIFICALLY IBM SYSTEM/360;	
VT 001 156	8	AN IN-SERVICE TRAINING REPORT.	
SYLLABUS AND TEACHING SUGGESTIONS			
FOR A COURSE IN OFFICE PRACTICE,			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 005 196	25	VT 008 839	44
PROPOSAL FOR THE SENIOR INTENSIVE		GUIDE SYLLABUS FOR THE TRAINING OF	
PCE CORE PROGRAM (PRELIMINARY		ADMINISTRATIVE AND COMMERCIAL	
REPORT),		TRAINEES.	
VT 005 280	26	VT 008 992	46
THE PRE-TECHNICAL PROJECT,		DEVELOPING ECONOMIC CONCEPTS	
BUSINESS TECHNOLOGY, 11TH YEAR.		THROUGH INTRODUCTION TO BUSINESS.	
VT 005 281	26	VT 009 047	47
THE PRE-TECHNICAL PROJECT, BUSINESS		SECRETARIAL SKILLS AND PROCEDURES.	
TECHNOLOGY, 12TH YEAR.		ADULT COURSE OUTLINE.	
VT 005 449	27	VT 009 053	47
SUGGESTED NEW CURRICULUM PATTERNS		TRAINING PLAN OUTLINES FOR MANPOWER	
FOR OFFICE OCCUPATIONS EDUCATION.		DEVELOPMENT AND TRAINING ACT	
VT 005 992	28	COURSES FOR MEDICAL SECRETARIES AND	
SHORTHAND FOR BUSINESS EDUCATION		MEDICAL TRANSCRIBERS.	
DEPARTMENTS IN PENNSYLVANIA'S		VT 009 091	47
PUBLIC SCHOOLS.		TRAINING PLAN OUTLINES FOR MANPOWER	
VT 006 232	32	DEVELOPMENT AND TRAINING ACT	
CLERICAL PRACTICE,		COURSES FOR ENTRY STENOGRAPHERS,	
VT 006 396	32	STENOGRAPHERS (REFRESHER), AND	
OFFICE MACHINES FOR HIGH SCHOOLS.		CLERK STENOGRAPHERS.	
VT 006 397	33	VT 009 174	47
BUSINESS EDUCATION IN THE SECONDARY		TYPEWRITING: A TENTATIVE PROGRAM OF	
SCHOOL.		INSTRUCTION.	
VT 006 468	33	VT 009 229	48
SUGGESTED MANAGEMENT GUIDES;		TRAINING PLAN OUTLINES FOR MANPOWER	
VT 006 670	33	DEVELOPMENT AND TRAINING ACT	
BUSINESS COMMUNICATION.		COURSES FOR BOOKKEEPERS AND	
VT 006 745	34	ACCOUNTING CLERKS.	
DATA PROCESSING I.		VT 009 250	48
VT 006 873	34	ED C22 926	
DEVELOPMENT OF A CURRICULUM TO MEET		TRAINING PLAN OUTLINES FOR MANPOWER	
CHANGING MANPOWER NEEDS OF THE		DEVELOPMENT AND TRAINING ACT	
COMPUTER AND BUSINESS MACHINE		COURSES FOR BOOKKEEPING MACHINE	
INDUSTRIES; INTERIM DEVELOPMENTS.		OPERATORS, KEY PUNCH OPERATORS,	
FINAL REPORT.		VERIFIER OPERATORS, TRANSCRIBING	
VT 007 148	35	MACHINE OPERATORS, AND OFFICE	
OFFICE PRACTICE UNIT: HANDLING THE		MACHINE REPAIRMEN.	
MAIL.		VT 009 251	49
VT 007 150	35	TRAINING PLAN OUTLINES FOR MANPOWER	
HANDLING THE MAIL, TRANSPARENCY		DEVELOPMENT AND TRAINING ACT	
MASTERS.		COURSES FOR EXECUTIVE BILINGUAL	
VT 007 151	35	SECRETARIES AND CLERICAL	
FINDING A JOB; TRANSPARENCY		SECRETARIES.	
MASTERS.		VT 009 258	49
VT 007 152	36	TRAINING PLAN OUTLINES FOR MANPOWER	
OFFICE PRACTICE UNIT: FINDING AND		DEVELOPMENT AND TRAINING ACT	
APPLYING FOR A JOB.		COURSES FOR ENTRY GENERAL OFFICE	
VT 007 193	36	CLERKS, GENERAL OFFICE CLERKS	
OFFICE PRACTICE, CURRICULUM GUIDE.		(REFRESHER), AND GENERAL OFFICE	
VT 007 235	37	CLERKS.	
BUSINESS INFORMATION SYSTEMS;		VT 009 271	49
COURSE OUTLINE.		TRAINING PLAN OUTLINES FOR MANPOWER	
VT 007 975	39	DEVELOPMENT AND TRAINING ACT	
SUGGESTED CURRICULUM GUIDE FOR:		COURSES FOR ENTRY, REFRESHER, AND	
SECRETARIAL.		GENERAL CLERK TYPISTS.	
VT 007 976	40	VT 009 364	49
SUGGESTED CURRICULUM GUIDE FOR:		SYLLABUS OF TRAINING FOR	
CLERICAL.		ACCOUNTANTS.	
VT 007 977	40	VT 009 673	50
SUGGESTED CURRICULUM GUIDE FOR:		OFFICE PRACTICE; A TEACHERS GUIDE.	
COOPERATIVE OFFICE.		VT 009 965	51
VT 007 978	40	KEYPUNCH MACHINE OPERATION; A	
SUGGESTED CURRICULUM GUIDE FOR:		SUGGESTED ADULT COURSE OUTLINE.	
VOCATIONAL OFFICE PROCEDURES.		VT 009 967	51
VT 008 249	42	BUSINESS AND MARKETING EDUCATION	
A SUGGESTED CURRICULUM GUIDE FOR		GUIDE.	
TYPING AND RELATED OCCUPATIONS.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 009 968	51	VT 012 202	64
SUGGESTED GUIDE FOR COOPERATIVE OFFICE EDUCATION AND DATA PROCESSING.		BUSINESS ENGLISH FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS.	
VT 009 972	52	CURRICULUM PLANNING	
A GUIDE FOR TEACHING VOCATIONAL OFFICE EDUCATION.		VT 002 324	15
VT 010 207	52	BUSINESS EDUCATION CURRICULUM IMPLICATIONS OF THE EFFECTS OF TECHNOLOGY ON THE TYPES OF OFFICE MACHINES USED BY SELECTED CONNECTICUT BUSINESSES.	
HANDBOOK FOR TEACHERS OF BUSINESS MANAGEMENT.		VT 004 859	24
VT 010 245	53	COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; SUMMARY OF AN IN-SERVICE TRAINING REPORT.	
INTRODUCTION TO AUTOMATIC DATA PROCESSING.		VT 007 135 ED 023 894	35
VT 010 600	54	A PLANNING STUDY TO DETERMINE THE FEASIBILITY OF DEVELOPING A NEW BUSINESS AND OFFICE EDUCATION CURRICULUM.	
BUSINESS EDUCATION CURRICULUM GUIDE.		VT 007 975	39
VT 010 615	55	SUGGESTED CURRICULUM GUIDE FOR: SECRETARIAL.	
VOCATIONAL OFFICE EDUCATION IN FLORIDA HIGH SCHOOLS.		VT 007 976	40
VT 011 127	57	SUGGESTED CURRICULUM GUIDE FOR: CLERICAL.	
CURRICULUM GUIDE FOR GREGG SHORTHAND I.		VT 007 977	40
VT 011 128	57	SUGGESTED CURRICULUM GUIDE FOR: COOPERATIVE OFFICE.	
CURRICULUM GUIDE FOR SECOND-YEAR BOOKKEEPING.		VT 007 978	40
VT 011 134 ED 039 363	57	SUGGESTED CURRICULUM GUIDE FOR: VOCATIONAL OFFICE PROCEDURES.	
SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS; A SUGGESTED CURRICULUM GUIDE.		VT 008 992	46
VT 011 140 ED 039 365	57	DEVELOPING ECONOMIC CONCEPTS THROUGH INTRODUCTION TO BUSINESS.	
INFORMATION COMMUNICATION OCCUPATIONS. A SUGGESTED CURRICULUM GUIDE.		VT 009 047	47
VT 011 268 ED 041 125	59	SECRETARIAL SKILLS AND PROCEDURES. ADULT COURSE OUTLINE.	
COMPUTER SYSTEMS OPERATOR, A SUGGESTED INSTRUCTOR'S GUIDE.		VT 009 972	52
VT 011 271	59	A GUIDE FOR TEACHING VOCATIONAL OFFICE EDUCATION.	
A POSITION PAPER ON ELECTRONIC DATA PROCESSING CURRICULUM PHILOSOPHY AND A SUGGESTED CURRICULUM GUIDE.		VT 010 207	52
VT 011 418	60	HANDBOOK FOR TEACHERS OF BUSINESS MANAGEMENT.	
MISCELLANEOUS CLERICAL OCCUPATIONS; SUGGESTED CURRICULA.		DATA PROCESSING	
VT 011 532 ED 041 174	60	VT 000 085	2
BUSINESS EDUCATION, COURSE DESCRIPTION.		DATA PROCESSING FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS.	
VT 011 750	62	VT 000 652	4
LIBRARY TECHNICAL ASSISTANT PROGRAM; A ONE YEAR CURRICULUM GUIDE.		REPORT OF THE FIFTH ANNUAL BUSINESS EDUCATION WORKSHOP IN BUSINESS SYSTEMS AND DATA PROCESSING	
VT 011 891	63	VT 001 168 ED 023 784	9
ELECTRONIC BUSINESS DATA PROCESSING PROGRAMMER ANALYST OCCUPATIONS; SUGGESTED CURRICULA.		DATA PROCESSING; A SUGGESTED TWO-YEAR POST HIGH SCHOOL CURRICULUM. SECOND EDITION.	
VT 011 919	63	VT 002 361 ED 013 322	15
SUGGESTED CURRICULUM IN OFFICE OCCUPATIONS.		ELECTRONIC DATA PROCESSING--I, A SUGGESTED 2-YEAR POST HIGH SCHOOL CURRICULUM FOR COMPUTER PROGRAMERS AND BUSINESS APPLICATIONS ANALYSTS.	
VT 011 938	63		
SHORTHAND FOR HIGH SCHOOLS.			
VT 012 128 ED 048 448	64		
TERMINAL PERFORMANCE OBJECTIVES FOR SELECTED PROGRAMS IN BUSINESS EDUCATION, DISTRIBUTIVE EDUCATION, WORK EXPERIENCE EDUCATION, AND CAREER GUIDANCE.			
VT 012 135	64		
TERMINAL PERFORMANCE OBJECTIVES FOR A PHASED SHORTHAND PROGRAM IN BUSINESS EDUCATION.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 002 418 ED 013 325	16	DEAF EDUCATION	
ELECTRONIC DATA PROCESSING IN		VT 002 929 ED 014 560	17
ENGINEERING, SCIENCE, AND BUSINESS.		OFFICE MACHINES.	
SUGGESTED TECHNIQUES FOR		VT 006 731	34
DETERMINING COURSES OF STUDY IN		ABOUT TYPEWRITING.	
VOCATIONAL AND TECHNICAL EDUCATION			
PROGRAMS.		DEMONSTRATION PROGRAMS	
VT 003 165 ED 013 951	19	VT 003 124 ED 013 335	18
DATA PROCESSING, LABORATORY		THE CURRICULUM FOR A MODEL BUSINESS	
PROCEDURES AND THEORY, COURSE OF		EDUCATION PROGRAM.	
STUDY.			
VT 006 745	34	DIGITAL COMPUTERS	
DATA PROCESSING I.		VT 010 734	55
VT 007 306	37	INTRODUCTION TO PROGRAMMING PDP-8	
INTRODUCTION TO DATA PROCESSING FOR		FAMILY COMPUTERS.	
BUSINESS TEACHERS; A STUDY GUIDE.			
VT 007 359	37	DIRECTORIES	
TRANSPARENCY MASTERS. AUTOMATION		VT 011 169	59
AND DATA PROCESSING.		OFFICE MACHINES RESOURCE MATERIALS	
VT 010 245	53	FOR ADULT PROGRAMS IN BUSINESS AND	
INTRODUCTION TO AUTOMATIC DATA		DISTRIBUTIVE EDUCATION.	
PROCESSING.			
VT 010 465	54	DISADVANTAGED YOUTH	
DATA PROCESSING, A COURSE OF STUDY.		VT 011 532 ED 041 174	60
VT 011 891	63	BUSINESS EDUCATION, COURSE	
ELECTRONIC BUSINESS DATA PROCESSING		DESCRIPTION.	
PROGRAMMER ANALYST OCCUPATIONS;		VT 011 596 ED 042 052	61
SUGGESTED CURRICULA.		PROGRAMED INSTRUCTION FOR	
		DECISION-MAKING ASPECTS OF TYPING	
DATA PROCESSING OCCUPATIONS		TASKS.	
VT 001 168 ED 023 784	9		
DATA PROCESSING; A SUGGESTED		DISTRIBUTIVE EDUCATION	
TWO-YEAR POST HIGH SCHOOL		VT 001 018 ED 021 953	7
CURRICULUM. SECOND EDITION.		SUGGESTIONS FOR TEACHING BUSINESS	
VT 001 229	10	PUPILS OF DIFFERENT ABILITY	
EXPERIMENTAL OUTLINES FOR		LEVELS--WITH SPECIAL EMPHASIS ON	
INSTRUCTION IN KEY PUNCH MACHINE		PUPILS EXPERIENCING DIFFICULTY.	
OPERATION AND AUTOMATIC BUSINESS		VT 009 967	51
DATA PROCESSING.		BUSINESS AND MARKETING EDUCATION	
VT 002 310 ED 017 660	15	GUIDE.	
ELECTRONIC BUSINESS DATA PROCESSING		VT 010 558 ED 037 566	54
PERIPHERAL EQUIPMENT OCCUPATIONS,		INSTRUCTIONAL MATERIALS FOR ADULT	
SUGGESTED CURRICULA.		BUSINESS AND DISTRIBUTIVE	
VT 004 042	20	EDUCATION.	
REVIEW MANUAL FOR CERTIFICATE IN		VT 010 773	55
DATA PROCESSING.		ADMINISTRATIVE HANDBOOK FOR	
VT 006 745	34	BUSINESS AND DISTRIBUTIVE	
DATA PROCESSING I.		EDUCATION.	
VT 007 235	37		
BUSINESS INFORMATION SYSTEMS;		DISTRIBUTIVE EDUCATION TEACHERS	
COURSE OUTLINE.		VT 000 831	6
VT 007 359	37	HOW TO TEACH BUSINESS SUBJECTS.	
TRANSPARENCY MASTERS. AUTOMATION			
AND DATA PROCESSING.		CROPCUT REHABILITATION	
VT 009 965	51	VT 011 532 ED 041 174	60
KEYPUNCH MACHINE OPERATION; A		BUSINESS EDUCATION, COURSE	
SUGGESTED ADULT COURSE OUTLINE.		DESCRIPTION.	
VT 011 268 ED 041 125	59		
COMPUTER SYSTEMS OPERATOR, A		ECONOMICS	
SUGGESTED INSTRUCTOR'S GUIDE.		VT 000 133	2
VT 011 271	59	A RESOURCE UNIT FOR HOW OUR	
A POSITION PAPER ON ELECTRONIC DATA		BUSINESS SYSTEM OPERATES, TEACHER'S	
PROCESSING CURRICULUM PHILOSOPHY		HANDBOOK.	
AND A SUGGESTED CURRICULUM GUIDE.		VT 005 441	27
VT 011 891	63	GENERAL BUSINESS, COURSE GUIDE.	
ELECTRONIC BUSINESS DATA PROCESSING		VT 006 222	32
PROGRAMMER ANALYST OCCUPATIONS;		BUSINESS ORGANIZATION.	
SUGGESTED CURRICULA.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 008 992	46	VT 001 229	10
DEVELOPING ECONOMIC CONCEPTS THROUGH INTRODUCTION TO BUSINESS.		EXPERIMENTAL OUTLINES FOR INSTRUCTION IN KEY PUNCH MACHINE OPERATION AND AUTOMATIC BUSINESS DATA PROCESSING	
VT 009 498	50	VT 004 042	20
UNDERSTANDING FINANCIAL STATEMENTS; 7 KEYS TO VALUE.		REVIEW MANUAL FOR CERTIFICATE IN DATA PROCESSING.	
VT 012 547 ED 047 145	65	VT 004 776 ED 022 015	23
TWO DECADES OF PARTNERSHIP IN ECONOMIC EDUCATION.		COMPUTING AND ACCOUNTING OFFICE OCCUPATIONS; SUGGESTED CURRICULA GUIDE.	
EDUCATIONAL NEEDS		VT 004 857	24
VT 006 468	33	AUTOMATIC AND BUSINESS DATA PROCESSING, SOURCE LIST.	
SUGGESTED MANAGEMENT GUIDES;		VT 004 859	24
EDUCATIONAL OBJECTIVES		COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; SUMMARY OF AN IN-SERVICE TRAINING REPORT.	
VT 004 334 ED 020 324	21	VT 004 860	25
THE BUSINESS CURRICULUM, SOUTH WESTERN MONOGRAPHS IN BUSINESS AND ECONOMIC EDUCATION NUMBER 100.		COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; AN IN-SERVICE TRAINING REPORT.	
VT 012 128 ED 048 448	64	VT 011 271	59
TERMINAL PERFORMANCE OBJECTIVES FOR SELECTED PROGRAMS IN BUSINESS EDUCATION, DISTRIBUTIVE EDUCATION, WORK EXPERIENCE EDUCATION, AND CAREER GUIDANCE.		A POSITION PAPER ON ELECTRONIC DATA PROCESSING CURRICULUM PHILOSOPHY AND A SUGGESTED CURRICULUM GUIDE.	
EDUCATIONAL PROGRAMS		VT 011 803	62
VT 008 374	42	AUTOMATIC DATA PROCESSING ORIENTATION TRAINING.	
A TRAINING OFFICER'S GUIDE TO COMMERCIAL APPRENTICESHIP.		ELECTRONIC EQUIPMENT	
EDUCATIONAL RESEARCH		VT 010 971 ED 042 004	56
VT 011 838 ED 047 084	62	DATA COMMUNICATIONS IN BUSINESS. AN INTRODUCTION.	
BIBLIOGRAPHY OF BUSINESS AND OFFICE EDUCATION DOCUMENTS AS LISTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM) FALL 1967 TO FALL 1969.		ELEMENTARY SECONDARY EDUCATION ACT TITLE III	
EDUCATIONAL RESOURCES		VT 011 532 ED 041 174	60
VT 011 169	59	BUSINESS EDUCATION, COURSE DESCRIPTION.	
OFFICE MACHINES RESOURCE MATERIALS FOR ADULT PROGRAMS IN BUSINESS AND DISTRIBUTIVE EDUCATION.		EMPLOYMENT INTERVIEWS	
EDUCATIONALLY DISADVANTAGED		VT 007 151	35
VT 011 268 ED 041 125	59	FINDING A JOB; TRANSPARENCY MASTERS.	
COMPUTER SYSTEMS OPERATOR, A SUGGESTED INSTRUCTOR'S GUIDE.		VT 007 152	36
ELECTROMECHANICAL TECHNICIANS		OFFICE PRACTICE UNIT: FINDING AND APPLYING FOR A JOB.	
VT 006 873 ED 022 926	34	ENTRY WORKERS	
DEVELOPMENT OF A CURRICULUM TO MEET CHANGING MANPOWER NEEDS OF THE COMPUTER AND BUSINESS MACHINE INDUSTRIES; INTERIM DEVELOPMENTS. FINAL REPORT.		VT 011 140 ED 039 365	57
ELECTRONIC DATA PROCESSING		INFORMATION COMMUNICATION OCCUPATIONS. A SUGGESTED CURRICULUM GUIDE.	
VT 001 097	8	EQUIPMENT	
INTRODUCTION TO AUTOMATIC BUSINESS DATA PROCESSING,		VT 000 085	2
VT 001 226	10	DATA PROCESSING FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS.	
INTRODUCTION TO AUTOMATIC BUSINESS DATA PROCESSING,			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
EXPERIMENTAL PROGRAMS		HYGIENE	
VT 004 520 ED 022 005	22	VT 001 326	11
THE CORRELATED CURRICULUM PROJECT: A NEW EXPERIMENTAL PROGRAM FOR THE GENERAL STUDENT.		TEACHING PERSONAL DEVELOPMENT FOR OCCUPATIONAL PREPARATION. A TEACHER'S MANUAL.	
FILE CLERKS		IBM SYSTEM 360	
VT 004 778 ED 017 721	23	VT 004 859	24
FILING AND RELATED OCCUPATIONS,		COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; SUMMARY OF AN IN-SERVICE TRAINING REPORT.	
VT 011 919	63	VT 004 860	25
SUGGESTED CURRICULUM IN OFFICE OCCUPATIONS.		COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; AN IN-SERVICE TRAINING REPORT.	
FINANCIAL SERVICES		INDIVIDUAL DEVELOPMENT	
VT 009 498	50	VT 001 326	11
UNDERSTANDING FINANCIAL STATEMENTS; 7 KEYS TO VALUE.		TEACHING PERSONAL DEVELOPMENT FOR OCCUPATIONAL PREPARATION. A TEACHER'S MANUAL.	
FOREIGN COUNTRIES		INDIVIDUAL INSTRUCTION	
VT 007 777	38	VT 000 424 ED 017 626	3
TRAINING FOR OFFICE SUPERVISION.		OFFICE OCCUPATIONS, INDIVIDUAL INSTRUCTION MATERIALS.	
VT 008 374	42	VT 000 879 ED 017 635	6
A TRAINING OFFICER'S GUIDE TO COMMERCIAL APPRENTICESHIP.		O.E. INDIVIDUAL INSTRUCTION MATERIALS. SUPPLEMENT.	
VT 009 363	49	VT 006 189	28
THE TRAINING OF ACCOUNTANTS.		BOOKKEEPING, CYCLE I.	
VT 009 364	49	VT 006 467	33
SYLLABUS OF TRAINING FOR ACCOUNTANTS.		MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 2.	
VT 009 365	50	VT 010 208	53
THE GENERAL TRAINING OF CLERICAL STAFF.		AUDIO AIDS FOR BUSINESS EDUCATION, 1970.	
GOVERNMENT EMPLOYEES		INDIVIDUALIZED INSTRUCTION	
VT 002 739	16	VT 005 246	26
BETTER OFFICE SKILLS AND SERVICE, STUDENT MANUAL.		INTRODUCTORY BUSINESS FOR EVERYDAY LIVING.	
GUIDELINES		VT 012 128 ED 048 448	64
VT 011 835	62	TERMINAL PERFORMANCE OBJECTIVES FOR SELECTED PROGRAMS IN BUSINESS EDUCATION, DISTRIBUTIVE EDUCATION, WORK EXPERIENCE EDUCATION, AND CAREER GUIDANCE.	
CLUB HANDBOOK; TENTATIVE GUIDELINES FOR OPERATION.		VT 012 135	64
HIGH SCHOOL CURRICULUM		TERMINAL PERFORMANCE OBJECTIVES FOR A PHASED SHORTHAND PROGRAM IN BUSINESS EDUCATION.	
VT 001 971	13	VT 013 031	66
BUSINESS LAW 11 OR 12.		A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME I.	
VT 010 611	54	VT 013 032	66
BUSINESS AND OFFICE EDUCATION: BEFORE AND AFTER IN INDIANA.		A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME II.	
VT 010 615	55		
VOCATIONAL OFFICE EDUCATION IN FLORIDA HIGH SCHOOLS.			
HIGH SCHOOLS			
VT 007 151	35		
FINDING A JOB; TRANSPARENCY MASTERS.			
VT 007 152	36		
OFFICE PRACTICE UNIT: FINDING AND APPLYING FOR A JOB.			
HUMAN RELATIONS			
VT 005 917	27		
SECRETARIES ON THE SPOT.			
VT 008 482	43		
HUMAN RELATIONS FOR SECRETARIES. ADULT COURSE OUTLINE.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 013 040	66	VT 010 114	52
INDIVIDUALIZED VOCATIONAL		SUPPLEMENTARY MATERIALS HANDBOOK	
CURRICULUM FOR SECRETARIAL AND		FOR INTENSIVE BUSINESS AND OFFICE	
CLERICAL OFFICE PROCEDURES AT WEBER		EDUCATION.	
HIGH SCHOOL.		VT 010 747	55
INDUSTRIAL PERSONNEL		SECRETARIAL TECHNIQUES, STUDENT	
VT 008 839	44	MANUAL.	
GUIDE SYLLABUS FOR THE TRAINING OF		VT 011 645	61
ADMINISTRATIVE AND COMMERCIAL		BOOKKEEPING AND ACCOUNTING I AND	
TRAINEES.		BOOKKEEPING AND ACCOUNTING II	
INFORMATION DISSEMINATION		SYLLABUS.	
VT 008 706	43	VT 011 838 ED 047 084	62
SUGGESTIONS FOR DEVELOPING A		BIBLIOGRAPHY OF BUSINESS AND OFFICE	
PROMOTION HANDBOOK FOR BUSINESS AND		EDUCATION DOCUMENTS AS LISTED IN	
DISTRIBUTIVE EDUCATION.		ABSTRACTS OF INSTRUCTIONAL	
INFORMATION SYSTEMS		MATERIALS IN VOCATIONAL AND	
VT 007 235	37	TECHNICAL EDUCATION (AIM) FALL 1967	
BUSINESS INFORMATION SYSTEMS;		TC FALL 1969.	
COURSE OUTLINE.		VT 013 031	66
INSERVICE TEACHER EDUCATION		A BUSINESS EDUCATION INDIVIDUALIZED	
VT 000 831	6	CONTINUOUS PROGRESS RESEARCH	
HOW TO TEACH BUSINESS SUBJECTS.		CURRICULUM DEVELOPMENT STUDY.	
VT 007 306	37	VOLUME I.	
INTRODUCTION TO DATA PROCESSING FOR		VT 013 032	66
BUSINESS TEACHERS; A STUDY GUIDE.		A BUSINESS EDUCATION INDIVIDUALIZED	
INSTRUCTIONAL AIDS		CONTINUOUS PROGRESS RESEARCH	
VT 004 811	24	CURRICULUM DEVELOPMENT STUDY.	
TYPEWRITING ENRICHMENT MATERIALS,		VOLUME II.	
SOURCE LIST.		VT 013 040	66
VT 008 942	46	INDIVIDUALIZED VOCATIONAL	
LETTER STYLES (TRANSPARENCY		CURRICULUM FOR SECRETARIAL AND	
MASTERS).		CLERICAL OFFICE PROCEDURES AT WEBER	
VT 010 208	53	HIGH SCHOOL.	
AUDIO AIDS FOR BUSINESS EDUCATION,		INSTRUCTIONAL PROGRAMS	
1970.		VT 009 977	52
INSTRUCTIONAL IMPROVEMENT		COOPERATIVE BUSINESS EDUCATION IN	
VT 011 359 ED 041 140	60	FLORIDA'S HIGH SCHOOLS.	
A GUIDE FOR THE IMPROVEMENT OF		INSTRUCTOR COORDINATORS	
TYPEWRITING INSTRUCTION.		VT 006 392	32
INSTRUCTIONAL MATERIALS		A GUIDE FOR THE HIGH SCHOOL	
VT 000 424 ED 017 626	3	COORDINATING TEACHER IN DEVELOPING	
OFFICE OCCUPATIONS, INDIVIDUAL		A COOPERATIVE OFFICE EDUCATION	
INSTRUCTION MATERIALS.		PROGRAM.	
VT 000 879 ED 017 635	6	VT 009 977	52
O.E. INDIVIDUAL INSTRUCTION		COOPERATIVE BUSINESS EDUCATION IN	
MATERIALS. SUPPLEMENT.		FLORIDA'S HIGH SCHOOLS.	
VT 001 096	7	VT 011 837	62
A UNIFORM EDUCATIONAL PROGRAM FOR		TRAINING PLANS FOR COOPERATIVE	
MACHINE TRANSCRIPTION FOR USE IN		OFFICE EDUCATION.	
GRADES 11 AND 12.		INTEGRATED CURRICULUM	
VT 004 857	24	VT 004 520 ED 022 005	22
AUTOMATION AND BUSINESS DATA		THE CORRELATED CURRICULUM PROJECT:	
PROCESSING, SOURCE LIST.		A NEW EXPERIMENTAL PROGRAM FOR THE	
VT 007 512	38	GENERAL STUDENT.	
ENRICHMENT MATERIALS FOR OFFICE		VT 012 547 ED 047 145	65
PRACTICE AND OFFICE MACHINES		TWO DECADES OF PARTNERSHIP IN	
CLASSES. MATERIALS FOR BASIC		ECONOMIC EDUCATION.	
INSTRUCTION AND ON-THE-JOB TRAINING		INTERDISCIPLINARY APPROACH	
CLINICS, SOURCE LIST.		VT 004 520 ED 022 005	22
VT 007 700	38	THE CORRELATED CURRICULUM PROJECT:	
TRANSPARENCIES FOR BUSINESS		A NEW EXPERIMENTAL PROGRAM FOR THE	
CLASSES. SOURCE LIST.		GENERAL STUDENT.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
INVESTMENT		MACHINE TRANSCRIPTION	
VT 009 498	50	VT 001 096	7
UNDERSTANDING FINANCIAL STATEMENTS; 7 KEYS TO VALUE.		A UNIFORM EDUCATIONAL PROGRAM FOR MACHINE TRANSCRIPTION FOR USE IN GRADES 11 AND 12.	
JOB ANALYSIS		VT 001 987	14
VT 002 418 ED 013 325	16	ADVANCED SHORTHAND AND TRANSCRIPTION;	
ELECTRONIC DATA PROCESSING IN ENGINEERING, SCIENCE, AND BUSINESS. SUGGESTED TECHNIQUES FOR DETERMINING COURSES OF STUDY IN VOCATIONAL AND TECHNICAL EDUCATION PROGRAMS.		MANAGEMENT	
JOB APPLICATIONS		VT 006 195	28
VT 007 152	36	MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 1.	
OFFICE PRACTICE UNIT: FINDING AND APPLYING FOR A JOB.		VT 006 196	29
JOB SKILLS		MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 3.	
VT 011 596 ED 042 052	61	VT 006 198	29
PROGRAMED INSTRUCTION FOR DECISION-MAKING ASPECTS OF TYPING TASKS.		MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 5.	
JUNIOR COLLEGES		VT 006 199	30
VT 001 092	7	MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 6.	
SMALL BUSINESS MANAGEMENT.		VT 006 200	30
LAW INSTRUCTION		MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 7.	
VT 001 577	12	VT 006 201	30
BUSINESS LAW FOR HIGH SCHOOLS.		MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 8.	
LEARNING ACTIVITY PACKAGES		VT 006 202	31
VT 005 246	26	MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 9.	
INTRODUCTORY BUSINESS FOR EVERYDAY LIVING.		VT 006 203	31
LESSON PLANS		MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 10.	
VT 006 670	33	VT 006 204	31
BUSINESS COMMUNICATION.		MANAGEMENT AIDS FOR SMALL MANUFACTURERS.	
LETTERS (CORRESPONDENCE)		VT 006 222	32
VT 001 096	7	BUSINESS ORGANIZATION.	
A UNIFORM EDUCATIONAL PROGRAM FOR MACHINE TRANSCRIPTION FOR USE IN GRADES 11 AND 12.		MANAGEMENT DEVELOPMENT	
LIBRARY EDUCATION		VT 011 803	62
VT 011 750	62	AUTOMATIC DATA PROCESSING ORIENTATION TRAINING.	
LIBRARY TECHNICAL ASSISTANT PROGRAM; A ONE YEAR CURRICULUM GUIDE.		MANAGEMENT EDUCATION	
LIBRARY SKILLS		VT 006 468	33
VT 011 750	62	SUGGESTED MANAGEMENT GUIDES;	
LIBRARY TECHNICAL ASSISTANT PROGRAM; A ONE YEAR CURRICULUM GUIDE.		VT 011 134 ED 039 363	57
LIBRARY TECHNICIANS		SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS; A SUGGESTED CURRICULUM GUIDE.	
VT 011 750	62	MANAGERIAL OCCUPATIONS	
LIBRARY TECHNICAL ASSISTANT PROGRAM; A ONE YEAR CURRICULUM GUIDE.		VT 001 092	7
		SMALL BUSINESS MANAGEMENT.	
		VT 006 195	28
		MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 1.	
		VT 006 196	29
		MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 3.	
		VT 006 197	29
		MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 4.	
		VT 006 198	29
		MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 5.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 006 199	30	VT 011 268	59
MANAGEMENT AIDS FOR SMALL		ED 041 125	
MANUFACTURERS. ANNUAL NO. 6.		COMPUTER SYSTEMS OPERATOR, A	
VT 006 200	30	SUGGESTED INSTRUCTOR'S GUIDE.	
MANAGEMENT AIDS FOR SMALL		MANUALS	
MANUFACTURERS. ANNUAL NO. 7.		VT 005 246	26
VT 006 201	30	INTRODUCTORY BUSINESS FOR EVERYDAY	
MANAGEMENT AIDS FOR SMALL		LIVING.	
MANUFACTURERS. ANNUAL NO. 8.		VT 009 527	50
VT 006 202	31	OFFICE EDUCATION ASSOCIATION	
MANAGEMENT AIDS FOR SMALL		HANDBOOK.	
MANUFACTURERS. ANNUAL NO. 9.		VT 010 773	55
VT 006 204	31	ADMINISTRATIVE HANDBOOK FOR	
MANAGEMENT AIDS FOR SMALL		BUSINESS AND DISTRIBUTIVE	
MANUFACTURERS.		EDUCATION.	
VT 006 467	33	VT 011 837	62
MANAGEMENT AIDS FOR SMALL BUSINESS.		TRAINING PLANS FOR COOPERATIVE	
ANNUAL NO. 2.		OFFICE EDUCATION.	
VT 006 468	33	VT 012 547	65
SUGGESTED MANAGEMENT GUIDES;		ED 047 145	
VT 010 971	56	TWO DECADES OF PARTNERSHIP IN	
ED 042 004		ECONOMIC EDUCATION.	
DATA COMMUNICATIONS IN BUSINESS. AN		MANUFACTURING INDUSTRY	
INTRODUCTION.		VT 006 195	28
MANPOWER DEVELOPMENT AND TRAINING ACT		MANAGEMENT AIDS FOR SMALL BUSINESS.	
PROGRAMS		ANNUAL NO. 1.	
VT 009 053	47	VT 006 196	29
TRAINING PLAN OUTLINES FOR MANPOWER		MANAGEMENT AIDS FOR SMALL BUSINESS.	
DEVELOPMENT AND TRAINING ACT		ANNUAL NO. 3.	
COURSES FOR MEDICAL SECRETARIES AND		VT 006 197	29
MEDICAL TRANSCRIBERS.		MANAGEMENT AIDS FOR SMALL	
VT 009 091	47	MANUFACTURERS. ANNUAL NO. 4.	
TRAINING PLAN OUTLINES FOR MANPOWER		VT 006 198	29
DEVELOPMENT AND TRAINING ACT		MANAGEMENT AIDS FOR SMALL	
COURSES FOR ENTRY STENOGRAPHERS,		MANUFACTURERS. ANNUAL NO. 5.	
STENOGRAPHERS (REFRESHER), AND		VT 006 199	30
CLERK STENOGRAPHERS.		MANAGEMENT AIDS FOR SMALL	
VT 009 229	48	MANUFACTURERS. ANNUAL NO. 6.	
TRAINING PLAN OUTLINES FOR MANPOWER		VT 006 200	30
DEVELOPMENT AND TRAINING ACT		MANAGEMENT AIDS FOR SMALL	
COURSES FOR BOOKKEEPERS AND		MANUFACTURERS. ANNUAL NO. 7.	
ACCOUNTING CLERKS.		VT 006 201	30
VT 009 250	48	MANAGEMENT AIDS FOR SMALL	
TRAINING PLAN OUTLINES FOR MANPOWER		MANUFACTURERS. ANNUAL NO. 8.	
DEVELOPMENT AND TRAINING ACT		VT 006 202	31
COURSES FOR BOOKKEEPING MACHINE		MANAGEMENT AIDS FOR SMALL	
OPERATORS, KEY PUNCH OPERATORS,		MANUFACTURERS. ANNUAL NO. 9.	
VERIFIER OPERATORS, TRANSCRIBING		VT 006 203	31
MACHINE OPERATORS, AND OFFICE		MANAGEMENT AIDS FOR SMALL	
MACHINE REPAIRMEN.		MANUFACTURERS. ANNUAL NO. 10.	
VT 009 251	49	VT 006 204	31
TRAINING PLAN OUTLINES FOR MANPOWER		MANAGEMENT AIDS FOR SMALL	
DEVELOPMENT AND TRAINING ACT		MANUFACTURERS.	
COURSES FOR EXECUTIVE BILINGUAL		VT 008 585	43
SECRETARIES AND CLERICAL		TRAINING RECOMMENDATIONS: CLERICAL	
SECRETARIES.		AND COMMERCIAL OCCUPATIONS.	
VT 009 258	49	MARKETING	
TRAINING PLAN OUTLINES FOR MANPOWER		VT 009 967	51
DEVELOPMENT AND TRAINING ACT		BUSINESS AND MARKETING EDUCATION	
COURSES FOR ENTRY GENERAL OFFICE		GUIDE.	
CLERKS, GENERAL OFFICE CLERKS		MEDICAL SECRETARIES	
(REFRESHER), AND GENERAL OFFICE		VT 009 053	47
CLERKS.		TRAINING PLAN OUTLINES FOR MANPOWER	
VT 009 271	49	DEVELOPMENT AND TRAINING ACT	
TRAINING PLAN OUTLINES FOR MANPOWER		COURSES FOR MEDICAL SECRETARIES AND	
DEVELOPMENT AND TRAINING ACT		MEDICAL TRANSCRIBERS.	
COURSES FOR ENTRY, REFRESHER, AND			
GENERAL CLERK TYPISTS.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
MOTIVATION TECHNIQUES		OFFICE MACHINES	
VT 001 158	9	VT 002 324	15
IDEA STIMULATORS FOR INTRODUCTION TO BUSINESS;		BUSINESS EDUCATION CURRICULUM IMPLICATIONS OF THE EFFECTS OF TECHNOLOGY ON THE TYPES OF OFFICE MACHINES USED BY SELECTED CONNECTICUT BUSINESSES.	
NATIONAL COMPETENCY TESTS		VT 002 929 ED 014 560	17
VT 008 057	41	OFFICE MACHINES.	
MANUAL FOR USES CLERICAL SKILLS TESTS.		VT 003 002 ED 013 334	18
NATIONAL SURVEYS		BUSINESS TRAINING COURSE, FULL-KEYBOARD ADDING-LISTING MACHINE.	
VT 004 334 ED 020 324	21	VT 003 003	18
THE BUSINESS CURRICULUM. SOUTH WESTERN MONOGRAPHS IN BUSINESS AND ECONOMIC EDUCATION NUMBER 100.		BUSINESS TRAINING COURSE, TEN-KEY ADDING-LISTING MACHINE.	
NEW OFFICE AND BUSINESS EDUCATION LEARNING SYSTEM		VT 006 396	32
VT 007 135 ED 023 854	35	OFFICE MACHINES FOR HIGH SCHOOLS.	
A PLANNING STUDY TO DETERMINE THE FEASIBILITY OF DEVELOPING A NEW BUSINESS AND OFFICE EDUCATION CURRICULUM.		VT 008 823	43
OCCUPATIONAL GUIDANCE		STANDARD TYPEWRITER KEYBOARD; TEN-KEY ADDING MACHINE KEYBOARD ARRANGEMENTS AND TRANSPARENCIES ON SHORTHAND PAD (TRANSPARENCY MASTERS).	
VT 003 598	20	VT 009 965	51
OFFICE AND BUSINESS PRACTICES. CAREER GUIDANCE SERIES.		KEYPUNCH MACHINE OPERATION; A SUGGESTED ADULT COURSE OUTLINE.	
OCCUPATIONAL INFORMATION		VT 012 221	64
VT 002 418 ED 013 325	16	CALCULATING MACHINES 1.	
ELECTRONIC DATA PROCESSING IN ENGINEERING, SCIENCE, AND BUSINESS. SUGGESTED TECHNIQUES FOR DETERMINING COURSES OF STUDY IN VOCATIONAL AND TECHNICAL EDUCATION PROGRAMS.		VT 012 222	65
VT 006 222	32	CALCULATING MACHINES 2.	
BUSINESS ORGANIZATION.		VT 012 666	65
VT 007 813	39	TRAINING IN MAIL ROOM OCCUPATIONS--A MEANS, NOT AN END.	
EXPLORING BUSINESS OCCUPATIONAL INFORMATION.		OFFICE OCCUPATIONS	
VT 008 943	46	VT 000 444	3
JOINED WORD BEGINNINGS (TRANSPARENCY MASTERS).		BUSINESS EDUCATION CURRICULUM GUIDELINES, GRADES 7-12.	
VT 011 716	61	VT 000 926	6
CAREER INFORMATION: BUSINESS AND OFFICE OCCUPATIONS.		CURRICULUM GUIDE FOR BUSINESS EDUCATION.	
OFFICE PRACTICE		VT 001 156	8
VT 006 232	32	SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN OFFICE PRACTICE,	
CLERICAL PRACTICE,		VT 001 326	11
OFFICE MACHINE OPERATORS		TEACHING PERSONAL DEVELOPMENT FOR OCCUPATIONAL PREPARATION. A TEACHER'S MANUAL.	
VT 003 003	18	VT 001 348	11
BUSINESS TRAINING COURSE, TEN-KEY ADDING-LISTING MACHINE.		OFFICE PROCEDURES: A TEACHER'S MANUAL.	
VT 005 250	48	VT 001 407	12
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR BOOKKEEPING MACHINE OPERATORS, KEY PUNCH OPERATORS, VERIFIER OPERATORS, TRANSCRIBING MACHINE OPERATORS, AND OFFICE MACHINE REPAIRMEN.		BUSINESS FORMS: TRANSPARENCY MASTERS	
		VT 004 776 ED 022 015	23
		COMPUTING AND ACCOUNTING OFFICE OCCUPATIONS; SUGGESTED CURRICULA GUIDE.	
		VT 004 777 ED 017 720	23
		STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS, SUGGESTED CURRICULA GUIDE.	
		VT 005 440	27
		TYPEWRITING 8, TYPEWRITING 1, TYPEWRITING 2, COURSE GUIDES.	
		VT 006 190	28
		ORGANIZING THE OFFICE PRACTICE COURSE.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 006 397	33	VT 011 169	59
BUSINESS EDUCATION IN THE SECONDARY SCHOOL.		OFFICE MACHINES RESOURCE MATERIALS FOR ADULT PROGRAMS IN BUSINESS AND DISTRIBUTIVE EDUCATION.	
VT 006 731	34	VT 011 418	60
ABOUT TYPEWRITING.		MISCELLANEOUS CLERICAL OCCUPATIONS; SUGGESTED CURRICULA.	
VT 007 193	36	VT 011 532 ED 041 174	60
OFFICE PRACTICE, CURRICULUM GUIDE.		BUSINESS EDUCATION, COURSE DESCRIPTION.	
VT 008 236	42	VT 011 716	61
SIMULATED OFFICE PRACTICE. TEACHER'S GUIDE.		CAREER INFORMATION: BUSINESS AND OFFICE OCCUPATIONS.	
VT 008 249	42	OFFICE OCCUPATIONS EDUCATION	
A SUGGESTED CURRICULUM GUIDE FOR TYPING AND RELATED OCCUPATIONS.		VT 000 064	2
VT 008 307	42	A GUIDE -- COOPERATIVE BUSINESS EDUCATION IN FLORIDA HIGH SCHOOLS. (BULLETIN 73H-4).	
TECHNICAL TYPEWRITING.		VT 000 424 ED 017 626	3
VT 008 823	43	OFFICE OCCUPATIONS, INDIVIDUAL INSTRUCTION MATERIALS.	
STANDARD TYPEWRITER KEYBOARD; TEN-KEY ADDING MACHINE KEYBOARD ARRANGEMENTS AND TRANSPARENCIES ON SHORTHAND PAD (TRANSPARENCY MASTERS).		VT 000 444	3
VT 008 839	44	BUSINESS EDUCATION CURRICULUM GUIDELINES, GRADES 7-12.	
GUIDE SYLLABUS FOR THE TRAINING OF ADMINISTRATIVE AND COMMERCIAL TRAINEES.		VT 000 600 ED 023 783	4
VT 008 840	44	THE HIGH SCHOOL VOCATIONAL STENOGRAPHIC PROGRAM: TENTATIVE REPORT, (REPORT ON THE CURRICULUM WORKSHOP, JUNE 12-JULY 2, 1965).	
RECOMMENDATIONS ON COMMERCIAL AND CLERICAL TRAINING.		VT 000 609	4
VT 008 913	45	TEACHING GUIDE FOR VOCATIONAL OFFICE TRAINING.	
COORDINATOR'S HANDBOOK, COOPERATIVE OFFICE EDUCATION.		VT 000 654	5
VT 008 940	46	TEACHING GUIDE IN BUSINESS EDUCATION. PART IV.	
DIFFICULT WORDS (TRANSPARENCY MASTERS).		VT 000 879 ED 017 635	6
VT 009 053	47	O.E. INDIVIDUAL INSTRUCTION MATERIALS. SUPPLEMENT.	
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR MEDICAL SECRETARIES AND MEDICAL TRANSCRIBERS.		VT 000 882	6
VT 009 174	47	TEACHERS' GUIDE FOR CLERK TYPIST.	
TYPEWRITING: A TENTATIVE PROGRAM OF INSTRUCTION.		VT 000 926	6
VT 009 191	48	CURRICULUM GUIDE FOR BUSINESS EDUCATION.	
BUSINESS AND OFFICE EDUCATION HANDBOOK.		VT 001 087	7
VT 009 250	48	SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN SECRETARIAL PRACTICE.	
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR BOOKKEEPING MACHINE OPERATORS, KEY PUNCH OPERATORS, VERIFIER OPERATORS, TRANSCRIBING MACHINE OPERATORS, AND OFFICE MACHINE REPAIRMEN.		VT 001 315	11
VT 009 258	49	CLERICAL PRACTICE FOR HIGH SCHOOLS.	
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY GENERAL OFFICE CLERKS, GENERAL OFFICE CLERKS (REFRESHER), AND GENERAL OFFICE CLERKS.		VT 001 601 ED 016 049	13
VT 009 363	49	DEVELOPING THE OCCUPATIONAL BUSINESS EDUCATION PROGRAM IN THE SMALL HIGH SCHOOL. BUSINESS EDUCATION CURRICULUM DEVELOPMENT SERIES.	
THE TRAINING OF ACCOUNTANTS.		VT 002 310 ED 017 660	15
VT 009 365	50	ELECTRONIC BUSINESS DATA PROCESSING PERIPHERAL EQUIPMENT OCCUPATIONS, SUGGESTED CURRICULA.	
THE GENERAL TRAINING OF CLERICAL STAFF.		VT 002 324	15
VT 009 673	50	BUSINESS EDUCATION CURRICULUM IMPLICATIONS OF THE EFFECTS OF TECHNOLOGY ON THE TYPES OF OFFICE MACHINES USED BY SELECTED CONNECTICUT BUSINESSES.	
OFFICE PRACTICE; A TEACHERS GUIDE.			
VT 010 266	53		
OFFICE PRACTICES.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 002 797 ED 013 332	17	VT 007 135 ED 023 894	35
SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION, A REPORT OF A WORKSHOP ON SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION (NEW MEXICO STATE UNIVERSITY, CARLSBAD BRANCH, AUGUST 8-24, 1966).		A PLANNING STUDY TO DETERMINE THE FEASIBILITY OF DEVELOPING A NEW BUSINESS AND OFFICE EDUCATION CURRICULUM.	
VT 002 929 ED 014 560	17	VT 007 148	35
OFFICE MACHINES.		OFFICE PRACTICE UNIT: HANDLING THE MAIL.	
VT 003 001 ED 013 942	17	VT 007 150	35
BUSINESS LETTER WRITING FOR "PRACTICAL BUSINESS CORRESPONDENCE FOR COLLEGES," THIRD EDITION, ROBERTSON AND WALKER, SOUTHWESTERN PUBLISHING COMPANY, 1966, INSTRUCTOR'S GUIDE.		HANDLING THE MAIL, TRANSPARENCY MASTERS.	
VT 003 002 ED 013 334	18	VT 007 186	36
BUSINESS TRAINING COURSE, FULL-KEYBOARD ADDING-LISTING MACHINE.		WORKSHOP REPORT OF OVERVIEW OF THE INTENSIVE PROGRAM.	
VT 003 003	18	VT 007 193	36
BUSINESS TRAINING COURSE, TEN-KEY ADDING-LISTING MACHINE.		OFFICE PRACTICE, CURRICULUM GUIDE.	
VT 004 297	21	VT 007 786	39
SYLLABUS AND TEACHING HANDBOOK FOR COURSES IN SHORTHAND 1, SHORTHAND 2, TRANSCRIPTION, PERSONAL-USE SHORTHAND.		A GUIDE FOR TEACHING BOOKKEEPING IN COLORADO SCHOOLS.	
VT 004 708 ED 017 718	22	VT 007 813	39
SUGGESTIONS FOR A HIGH SCHOOL VOCATIONAL STENOGRAPHER PROGRAM, A WORKSHOP REPORT.		EXPLORING BUSINESS OCCUPATIONAL INFORMATION.	
VT 004 776 ED 022 015	23	VT 007 975	39
COMPUTING AND ACCOUNTING OFFICE OCCUPATIONS; SUGGESTED CURRICULA GUIDE.		SUGGESTED CURRICULUM GUIDE FOR: SECRETARIAL.	
VT 004 777 ED 017 720	23	VT 007 976	40
STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS, SUGGESTED CURRICULA GUIDE.		SUGGESTED CURRICULUM GUIDE FOR: CLERICAL.	
VT 004 778 ED 017 721	23	VT 007 977	40
FILING AND RELATED OCCUPATIONS,		SUGGESTED CURRICULUM GUIDE FOR: COOPERATIVE OFFICE.	
VT 004 811	24	VT 007 978	40
TYPEWRITING ENRICHMENT MATERIALS, SOURCE LIST.		SUGGESTED CURRICULUM GUIDE FOR: VOCATIONAL OFFICE PROCEDURES.	
VT 004 842 ED 019 484	24	VT 008 134	41
STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS,		PROGRAMMED TEXT ON ORIENTATION TO AN OFFICE EDUCATION PROGRAM.	
VT 004 857	24	VT 008 236	42
AUTOMATION AND BUSINESS DATA PROCESSING, SOURCE LIST.		SIMULATED OFFICE PRACTICE. TEACHER'S GUIDE.	
VT 005 196	25	VT 008 585	43
PROPOSAL FOR THE SENIOR INTENSIVE BOE CORE PROGRAM (PRELIMINARY REPORT),		TRAINING RECOMMENDATIONS: CLERICAL AND COMMERCIAL OCCUPATIONS.	
VT 005 449	27	VT 008 913	45
SUGGESTED NEW CURRICULUM PATTERNS FOR OFFICE OCCUPATIONS EDUCATION.		COORDINATOR'S HANDBOOK, COOPERATIVE OFFICE EDUCATION.	
VT 005 592	28	VT 008 923	45
SHORTHAND FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS.		COOPERATIVE OFFICE EDUCATION.	
VT 006 189	28	VT 008 937	45
BOOKKEEPING, CYCLE I.		WRITING POSITIONS (TRANSPARENCY MASTERS).	
VT 006 397	33	VT 008 939	45
BUSINESS EDUCATION IN THE SECONDARY SCHOOL.		BRIEF FORMS (TRANSPARENCY MASTERS).	
		VT 008 940	46
		DIFFICULT WORDS (TRANSPARENCY MASTERS).	
		VT 008 941	46
		PUNCTUATION RULES (TRANSPARENCY MASTERS).	
		VT 008 942	46
		LETTER STYLES (TRANSPARENCY MASTERS).	
		VT 008 943	46
		JOINED WORD BEGINNINGS (TRANSPARENCY MASTERS).	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 009 091	47	VT 011 837	62
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY STENOGRAPHERS, STENOGRAPHERS (REFRESHER), AND CLERK STENOGRAPHERS.		TRAINING PLANS FOR COOPERATIVE OFFICE EDUCATION.	
VT 009 258	49	VT 011 891	63
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY GENERAL OFFICE CLERKS, GENERAL OFFICE CLERKS (REFRESHER), AND GENERAL OFFICE CLERKS.		ELECTRONIC BUSINESS DATA PROCESSING PROGRAMER ANALYST OCCUPATIONS; SUGGESTED CURRICULA.	
VT 009 527	50	VT 011 919	63
OFFICE EDUCATION ASSOCIATION HANDBOOK.		SUGGESTED CURRICULUM IN OFFICE OCCUPATIONS.	
VT 009 965	51	VT 011 938	63
KEYPUNCH MACHINE OPERATION; A SUGGESTED ADULT COURSE OUTLINE.		SHORTHAND FOR HIGH SCHOOLS.	
VT 009 968	51	VT 012 666	65
SUGGESTED GUIDE FOR COOPERATIVE OFFICE EDUCATION AND DATA PROCESSING.		TRAINING IN MAIL ROOM OCCUPATIONS--A MEANS, NOT AN END.	
VT 009 972	52	OFFICE PRACTICE	
A GUIDE FOR TEACHING VOCATIONAL OFFICE EDUCATION.		VT 000 609	4
VT 010 245	53	TEACHING GUIDE FOR VOCATIONAL OFFICE TRAINING,	
INTRODUCTION TO AUTOMATIC DATA PROCESSING.		VT 000 882	6
VT 010 266	53	TEACHERS' GUIDE FOR CLERK TYPIST.	
OFFICE PRACTICES.		VT 001 087	7
VT 010 611	54	SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN SECRETARIAL PRACTICE.	
BUSINESS AND OFFICE EDUCATION: BEFORE AND AFTER IN INDIANA.		VT 001 156	8
VT 010 615	55	SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN OFFICE PRACTICE,	
VOCATIONAL OFFICE EDUCATION IN FLORIDA HIGH SCHOOLS.		VT 001 348	11
VT 011 134 ED 039 363	57	OFFICE PROCEDURES: A TEACHER'S MANUAL.	
SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS; A SUGGESTED CURRICULUM GUIDE.		VT 002 739	16
VT 011 140 ED 039 365	57	BETTER OFFICE SKILLS AND SERVICE, STUDENT MANUAL.	
INFORMATION COMMUNICATION OCCUPATIONS. A SUGGESTED CURRICULUM GUIDE.		VT 003 598	20
VT 011 142	58	OFFICE AND BUSINESS PRACTICES. CAREER GUIDANCE SERIES.	
TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD. TEACHER'S MANUAL AND KEY.		VT 006 190	28
VT 011 143	58	ORGANIZING THE OFFICE PRACTICE COURSE.	
TIMED WRITING, NO. 1-7.		VT 007 512	38
VT 011 145	58	ENRICHMENT MATERIALS FOR OFFICE PRACTICE AND OFFICE MACHINES CLASSES. MATERIALS FOR BASIC INSTRUCTION AND ON-THE-JOB TRAINING CLINICS, SOURCE LIST.	
TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD.		VT 007 692	38
VT 011 151	58	IBEA HANDBOOK FOR TEACHERS OF OFFICE PROCEDURES.	
PHONICS REVIEW FOR SHORTHAND.		VT 007 975	39
VT 011 152	59	SUGGESTED CURRICULUM GUIDE FOR: SECRETARIAL.	
PHONICS REVIEW FOR SHORTHAND. TEACHER'S EDITION.		VT 007 978	40
VT 011 359 ED 041 140	60	SUGGESTED CURRICULUM GUIDE FOR: VOCATIONAL OFFICE PROCEDURES.	
A GUIDE FOR THE IMPROVEMENT OF TYPEWRITING INSTRUCTION.		VT 008 236	42
VT 011 418	60	SIMULATED OFFICE PRACTICE. TEACHER'S GUIDE.	
MISCELLANEOUS CLERICAL OCCUPATIONS; SUGGESTED CURRICULA.		VT 008 249	42
VT 011 835	62	A SUGGESTED CURRICULUM GUIDE FOR TYPING AND RELATED OCCUPATIONS.	
CLUB HANDBOOK; TENTATIVE GUIDELINES FOR OPERATION.		VT 009 673	50
		OFFICE PRACTICE; A TEACHERS GUIDE.	
		VT 010 266	53
		OFFICE PRACTICES.	
		VT 010 747	55
		SECRETARIAL TECHNIQUES, STUDENT MANUAL.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
ORGANIZATIONS (GROUPS)		PROGRAM DEVELOPMENT	
VT 005 527	50	VT 001 601 ED 016 049	13
OFFICE EDUCATION ASSOCIATION HANDBOOK.		DEVELOPING THE OCCUPATIONAL BUSINESS EDUCATION PROGRAM IN THE SMALL HIGH SCHOOL. BUSINESS EDUCATION CURRICULUM DEVELOPMENT SERIES.	
ORIENTATION MATERIALS		VT 002 797 ED 013 332	17
VT 008 706	43	SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION, A REPORT OF A WORKSHOP ON SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION (NEW MEXICO STATE UNIVERSITY, CARLSBAD BRANCH, AUGUST 8-24, 1966).	
SUGGESTIONS FOR DEVELOPING A PROMOTION HANDBOOK FOR BUSINESS AND DISTRIBUTIVE EDUCATION.		VT 006 392	32
OVERHEAD PROJECTORS		A GUIDE FOR THE HIGH SCHOOL COORDINATING TEACHER IN DEVELOPING A COOPERATIVE OFFICE EDUCATION PROGRAM.	
VT 012 708	66	VT 009 977	52
A GUIDE TO THE USE OF TRANSPARENCIES FOR THE BUSINESS EDUCATION TEACHER (BUSINESS SKILL AREAS).		COOPERATIVE BUSINESS EDUCATION IN FLORIDA'S HIGH SCHOOLS.	
PHONICS		PROGRAM EVALUATION	
VT 011 151	58	VT 007 777	38
PHONICS REVIEW FOR SHORTHAND.		TRAINING FOR OFFICE SUPERVISION.	
VT 011 152	59	PROGRAM GUIDES	
PHONICS REVIEW FOR SHORTHAND. TEACHER'S EDITION.		VT 000 459	3
PRETECHNOLOGY PROGRAMS		BUSINESS EDUCATION IN THE SECONDARY SCHOOL.	
VT 005 280	26	VT 001 087	7
THE PRE-TECHNICAL PROJECT, BUSINESS TECHNOLOGY, 11TH YEAR.		SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN SECRETARIAL PRACTICE.	
VT 005 281	26	VT 001 873	13
THE PRE-TECHNICAL PROJECT, BUSINESS TECHNOLOGY, 12TH YEAR.		EDUCATION FOR BUSINESS.	
PREVOCATIONAL EDUCATION		VT 004 747	22
VT 004 520 ED 022 005	22	SUGGESTED POST-SECONDARY BUSINESS EDUCATION GUIDELINE.	
THE CORRELATED CURRICULUM PROJECT: A NEW EXPERIMENTAL PROGRAM FOR THE GENERAL STUDENT.		VT 004 842 ED 019 484	24
PRODUCER SERVICES		STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS.	
VT 006 468	33	VT 005 282	26
SUGGESTED MANAGEMENT GUIDES;		BUSINESS EDUCATION CURRICULUM GUIDE.	
PROGRAM CONTENT		VT 006 190	28
VT 010 600	54	ORGANIZING THE OFFICE PRACTICE COURSE.	
BUSINESS EDUCATION CURRICULUM GUIDE.		VT 007 186	36
PROGRAM DESCRIPTIONS		WORKSHOP REPORT OF OVERVIEW OF THE INTENSIVE PROGRAM.	
VT 003 272	19	VT 008 374	42
THE BUSINESS EDUCATION CURRICULUM.		A TRAINING OFFICER'S GUIDE TO COMMERCIAL APPRENTICESHIP.	
VT 006 720	34	VT 008 585	43
SECRETARIAL TRAINING PROGRAM REPORT.		TRAINING RECOMMENDATIONS: CLERICAL AND COMMERCIAL OCCUPATIONS.	
VT 008 134	41	VT 008 913	45
PROGRAMMED TEXT ON ORIENTATION TO AN OFFICE EDUCATION PROGRAM.		COORDINATOR'S HANDBOOK, COOPERATIVE OFFICE EDUCATION.	
VT 008 706	43	VT 008 923	45
SUGGESTIONS FOR DEVELOPING A PROMOTION HANDBOOK FOR BUSINESS AND DISTRIBUTIVE EDUCATION.		COOPERATIVE OFFICE EDUCATION.	
VT 008 840	44	VT 009 363	49
RECOMMENDATIONS ON COMMERCIAL AND CLERICAL TRAINING.		THE TRAINING OF ACCOUNTANTS.	
VT 008 910	44	VT 009 365	50
BOOKKEEPER II.		THE GENERAL TRAINING OF CLERICAL STAFF.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 011 128	57	VT 010 941	56
CURRICULUM GUIDE FOR SECOND-YEAR BOOKKEEPING.		HOW TO TRAIN BANK EMPLOYEES.	
VT 011 268 ED 041 125	59	VT 011 803	62
COMPUTER SYSTEMS OPERATOR, A SUGGESTED INSTRUCTOR'S GUIDE.		AUTOMATIC DATA PROCESSING ORIENTATION TRAINING.	
VT 011 359 ED 041 140	60	PROGRAMERS	
A GUIDE FOR THE IMPROVEMENT OF TYPEWRITING INSTRUCTION.		VT 002 361 ED 013 322	15
PROGRAM PLANNING		ELECTRONIC DATA PROCESSING--I, A SUGGESTED 2-YEAR POST HIGH SCHOOL CURRICULUM FOR COMPUTER PROGRAMERS AND BUSINESS APPLICATIONS ANALYSTS.	
VT 001 529	12	VT 002 418 ED 013 325	16
BUSINESS TRAINING.		ELECTRONIC DATA PROCESSING IN ENGINEERING, SCIENCE, AND BUSINESS. SUGGESTED TECHNIQUES FOR DETERMINING COURSES OF STUDY IN VOCATIONAL AND TECHNICAL EDUCATION PROGRAMS.	
VT 002 797 ED 013 332	17	PROGRAMING	
SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION, A REPORT OF A WORKSHOP ON SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION (NEW MEXICO STATE UNIVERSITY, CARLSBAD BRANCH, AUGUST 8-24, 1966).		VT 010 734	55
VT 004 708 ED 017 718	22	INTRODUCTION TO PROGRAMMING PDP-8 FAMILY COMPUTERS.	
SUGGESTIONS FOR A HIGH SCHOOL VOCATIONAL STENOGRAPHER PROGRAM, A WORKSHOP REPORT.		PROGRAMING LANGUAGES	
VT 004 778 ED 017 721	23	VT 010 734	55
FILING AND RELATED OCCUPATIONS.		INTRODUCTION TO PROGRAMMING PDP-8 FAMILY COMPUTERS.	
VT 005 282	26	PUBLIC RELATIONS	
BUSINESS EDUCATION CURRICULUM GUIDE.		VT 008 706	43
VT 008 923	45	SUGGESTIONS FOR DEVELOPING A PROMOTION HANDBOOK FOR BUSINESS AND DISTRIBUTIVE EDUCATION.	
COOPERATIVE OFFICE EDUCATION.		PUNCTUATION	
VT 011 837	62	VT 008 941	46
TRAINING PLANS FOR COOPERATIVE OFFICE EDUCATION.		PUNCTUATION RULES (TRANSPARENCY MASTERS).	
PROGRAMED INSTRUCTION		QUESTIONING TECHNIQUES	
VT 011 803	62	VT 008 992	46
AUTOMATIC DATA PROCESSING ORIENTATION TRAINING.		DEVELOPING ECONOMIC CONCEPTS THROUGH INTRODUCTION TO BUSINESS.	
PROGRAMED MATERIALS		RECORDKEEPING	
VT 011 596 ED 042 052	61	VT 011 575	60
PROGRAMED INSTRUCTION FOR DECISION-MAKING ASPECTS OF TYPING TASKS.		RECORDKEEPING SYLLABUS.	
VT 013 031	66	RECORDS (FORMS)	
A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME I.		VT 001 407	12
VT 013 032	66	BUSINESS FORMS: TRANSPARENCY MASTERS	
A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME II.		REFERENCE MATERIALS	
VT 013 040	66	VT 006 195	28
INDIVIDUALIZED VOCATIONAL CURRICULUM FOR SECRETARIAL AND CLERICAL OFFICE PROCEDURES AT WEBER HIGH SCHOOL.		MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 1.	
PROGRAMED TEXTS		VT 006 196	29
VT 008 070	41	MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 3.	
A PROGRAMMED TEXT ON HOW TO TRAIN AN EMPLOYEE.		VT 006 197	29
VT 008 134	41	MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 4.	
PROGRAMMED TEXT ON ORIENTATION TO AN OFFICE EDUCATION PROGRAM.		VT 006 198	29
		MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 5.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 006 199	30	RESOURCE UNITS	
MANAGEMENT AIDS FOR SMALL		VT 000 085	2
MANUFACTURERS. ANNUAL NO. 6.		DATA PROCESSING FOR BUSINESS	
VT 006 200	30	EDUCATION DEPARTMENTS IN	
MANAGEMENT AIDS FOR SMALL		PENNSYLVANIA'S PUBLIC SCHOOLS.	
MANUFACTURERS. ANNUAL NO. 7.		VT 000 133	2
VT 006 201	30	A RESOURCE UNIT FOR HOW OUR	
MANAGEMENT AIDS FOR SMALL		BUSINESS SYSTEM OPERATES, TEACHER'S	
MANUFACTURERS. ANNUAL NO. 8.		HANDBOOK.	
VT 006 202	31	SCHOOL SURVEYS	
MANAGEMENT AIDS FOR SMALL		VT 002 324	15
MANUFACTURERS. ANNUAL NO. 9.		BUSINESS EDUCATION CURRICULUM	
VT 006 203	31	IMPLICATIONS OF THE EFFECTS OF	
MANAGEMENT AIDS FOR SMALL		TECHNOLOGY ON THE TYPES OF OFFICE	
MANUFACTURERS. ANNUAL NO. 10.		MACHINES USED BY SELECTED	
VT 006 204	31	CONNECTICUT BUSINESSES.	
MANAGEMENT AIDS FOR SMALL			
MANUFACTURERS.		SECONDARY EDUCATION	
RESOURCE GUIDES		VT 012 666	65
VT 000 686	5	TRAINING IN MAIL ROOM	
DEVELOPING RESOURCE FILES FOR		OCCUPATIONS--A MEANS, NOT AN END.	
INTRODUCTION TO BUSINESS.			
VT 010 114	52	SECONDARY GRADES	
SUPPLEMENTARY MATERIALS HANDBOOK		VT 007 148	35
FOR INTENSIVE BUSINESS AND OFFICE		OFFICE PRACTICE UNIT: HANDLING THE	
EDUCATION.		MAIL.	
RESOURCE MATERIALS		SECRETARIES	
VT 000 686	5	VT 000 600	4
DEVELOPING RESOURCE FILES FOR		ED 023 783	
INTRODUCTION TO BUSINESS.		THE HIGH SCHOOL VOCATIONAL	
VT 008 057	41	STENOGRAPHIC PROGRAM: TENTATIVE	
MANUAL FOR USES CLERICAL SKILLS		REPORT, (REPORT ON THE CURRICULUM	
TESTS.		WORKSHOP, NJUNE 12-JULY 2, 1965).	
VT 009 498	50	VT 001 087	7
UNDERSTANDING FINANCIAL STATEMENTS;		SYLLABUS AND TEACHING SUGGESTIONS	
7 KEYS TO VALUE.		FOR A COURSE IN SECRETARIAL	
VT 010 774	56	PRACTICE.	
BOOKKEEPING MOTIVATION DEVICES.		VT 004 842	24
VT 010 775	56	ED 019 484	
TYPEWRITING.		STENOGRAPHIC, SECRETARIAL, AND	
VT 010 776	56	RELATED OCCUPATIONS,	
YOUR BUSINESS TEACHING.		VT 005 917	27
VT 011 127	57	SECRETARIES ON THE SPOT.	
CURRICULUM GUIDE FOR GREGG		VT 006 720	34
SHORTHAND I.		SECRETARIAL TRAINING PROGRAM	
VT 011 128	57	REPORT.	
CURRICULUM GUIDE FOR SECOND-YEAR		VT 007 975	39
BOOKKEEPING.		SUGGESTED CURRICULUM GUIDE FOR:	
VT 011 716	61	SECRETARIAL.	
CAREER INFORMATION: BUSINESS AND		VT 008 482	43
OFFICE OCCUPATIONS.		HUMAN RELATIONS FOR SECRETARIES.	
VT 011 838	62	ADULT COURSE OUTLINE.	
ED 047 084		VT 008 937	45
BIBLIOGRAPHY OF BUSINESS AND OFFICE		WRITING POSITIONS (TRANSPARENCY	
EDUCATION DOCUMENTS AS LISTED IN		MASTERS).	
ABSTRACTS OF INSTRUCTIONAL		VT 008 939	45
MATERIALS IN VOCATIONAL AND		BRIEF FORMS (TRANSPARENCY MASTERS).	
TECHNICAL EDUCATION (AIM) FALL 1967		VT 008 941	46
TO FALL 1969.		PUNCTUATION RULES (TRANSPARENCY	
VT 012 202	64	MASTERS).	
BUSINESS ENGLISH FOR BUSINESS		VT 008 942	46
EDUCATION DEPARTMENTS IN		LETTER STYLES (TRANSPARENCY	
PENNSYLVANIA'S PUBLIC SCHOOLS.		MASTERS).	
VT 012 673	65	VT 008 943	46
GENERAL BUSINESS SYLLABUS.		JOINED WORD BEGINNINGS	
		(TRANSPARENCY MASTERS).	
		VT 009 047	47
		SECRETARIAL SKILLS AND PROCEDURES.	
		ADULT COURSE OUTLINE.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 009 251	49	VT 004 708	22
TRAINING PLAN OUTLINES FOR MANPOWER		ED 017 718	
DEVELOPMENT AND TRAINING ACT		SUGGESTIONS FOR A HIGH SCHOOL	
COURSES FOR EXECUTIVE BILINGUAL		VOCATIONAL STENOGRAPHER PROGRAM, A	
SECRETARIES AND CLERICAL		WORKSHOP REPORT.	
SECRETARIES.		VT 004 842	24
VT 010 747	55	ED 019 484	
SECRETARIAL TECHNIQUES, STUDENT		STENOGRAPHIC, SECRETARIAL, AND	
MANUAL.		RELATED OCCUPATIONS,	
VT 011 151	58	VT 006 670	33
PHONICS REVIEW FOR SHORTHAND.		BUSINESS COMMUNICATION.	
VT 011 152	59	VT 008 939	45
PHONICS REVIEW FOR SHORTHAND.		BRIEF FORMS (TRANSPARENCY MASTERS).	
TEACHER'S EDITION.		VT 008 940	46
SKILL DEVELOPMENT		DIFFICULT WORDS (TRANSPARENCY	
VT 002 739	16	MASTERS).	
BETTER OFFICE SKILLS AND SERVICE,		VT 009 091	47
STUDENT MANUAL.		TRAINING PLAN OUTLINES FOR MANPOWER	
SLOW LEARNERS		DEVELOPMENT AND TRAINING ACT	
VT 001 971	13	COURSES FOR ENTRY STENOGRAPHERS,	
BUSINESS LAW 11 OR 12.		STENOGRAPHERS (REFRESHER), AND	
VT 006 731	34	CLERK STENOGRAPHERS.	
ABOUT TYPEWRITING.		VT 011 919	63
VT 011 575	60	SUGGESTED CURRICULUM IN OFFICE	
RECORDKEEPING SYLLABUS.		OCCUPATIONS.	
SMALL BUSINESSES		STENOGRAPHY	
VT 001 092	7	VT 000 654	5
SMALL BUSINESS MANAGEMENT.		TEACHING GUIDE IN BUSINESS	
SMALL SCHOOLS		EDUCATION. PART IV,	
VT 001 601	13	ED 016 049	14
DEVELOPING THE OCCUPATIONAL		VT 001 987	
BUSINESS EDUCATION PROGRAM IN THE		ADVANCED SHORTHAND AND	
SMALL HIGH SCHOOL. BUSINESS		TRANSCRIPTION;	
EDUCATION CURRICULUM DEVELOPMENT		VT 002 018	14
SERIES.		101 TEACHING SUGGESTIONS FOR	
SPECIAL EDUCATION		STIMULATING STUDENT LEARNING IN	
VT 002 929	17	BUSINESS EDUCATION.	
ED 014 560		VT 002 728	16
OFFICE MACHINES.		SHORTHAND I (FIRST YEAR), COURSE	
STATE CURRICULUM GUIDES		GUIDE.	
VT 000 459	3	VT 004 297	21
BUSINESS EDUCATION IN THE SECONDARY		SYLLABUS AND TEACHING HANDBOOK FOR	
SCHOOL.		COURSES IN SHORTHAND 1, SHORTHAND	
VT 008 130	41	2, TRANSCRIPTION,	
CONNECTICUT BUSINESS EDUCATION		PERSONAL-USE SHORTHAND.	
HANDBOOK.		VT 005 196	25
VT 009 191	48	PROPOSAL FOR THE SENIOR INTENSIVE	
BUSINESS AND OFFICE EDUCATION		BOE CORE PROGRAM (PRELIMINARY	
HANDBOOK.		REPORT),	
STENOGRAPHERS		VT 005 992	28
VT 000 600	4	SHORTHAND FOR BUSINESS EDUCATION	
ED 023 783		DEPARTMENTS IN PENNSYLVANIA'S	
THE HIGH SCHOOL VOCATIONAL		PUBLIC SCHOOLS.	
STENOGRAPHIC PROGRAM: TENTATIVE		VT 008 823	43
REPORT, (REPORT ON THE CURRICULUM		STANDARD TYPEWRITER KEYBOARD;	
WORKSHOP, NJUNE 12-JULY 2, 1965).		TEN-KEY ADDING MACHINE KEYBOARD	
VT 001 987	14	ARRANGEMENTS AND TRANSPARENCIES ON	
ADVANCED SHORTHAND AND		SHORTHAND PAD (TRANSPARENCY	
TRANSCRIPTION;		MASTERS).	
VT 004 297	21	VT 008 937	45
SYLLABUS AND TEACHING HANDBOOK FOR		WRITING POSITIONS (TRANSPARENCY	
COURSES IN SHORTHAND 1, SHORTHAND		MASTERS).	
2, TRANSCRIPTION,		VT 008 939	45
PERSONAL-USE SHORTHAND.		BRIEF FORMS (TRANSPARENCY MASTERS).	
		VT 008 940	46
		DIFFICULT WORDS (TRANSPARENCY	
		MASTERS).	
		VT 008 943	46
		JOINED WORD BEGINNINGS	
		(TRANSPARENCY MASTERS).	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 011 151	58	SUPERVISORY TRAINING	
PHONICS REVIEW FOR SHORTHAND.		VT 007 777	38
VT 011 152	59	TRAINING FOR OFFICE SUPERVISION.	
PHONICS REVIEW FOR SHORTHAND.		VT 008 070	41
TEACHER'S EDITION.		A PROGRAMMED TEXT ON HOW TO TRAIN	
VT 011 938	63	AN EMPLOYEE.	
SHORTHAND FOR HIGH SCHOOLS.		VT 008 839	44
VT 012 135	64	GUIDE SYLLABUS FOR THE TRAINING OF	
TERMINAL PERFORMANCE OBJECTIVES FOR		ADMINISTRATIVE AND COMMERCIAL	
A PHASED SHORTHAND PROGRAM IN		TRAINEES.	
BUSINESS EDUCATION.		VT 011 134 ED 039 363	57
STUDENT EVALUATION		SUPERVISORY AND ADMINISTRATIVE	
VT 012 221	64	MANAGEMENT OCCUPATIONS; A SUGGESTED	
CALCULATING MACHINES 1.		CURRICULUM GUIDE.	
VT 012 222	65	SUPPLEMENTARY TEXTBOOKS	
CALCULATING MACHINES 2.		VT 004 028	20
STUDENT MANUAL		YOU AND THE COMPUTER. A STUDENT'S	
VT 010 747	55	GUIDE.	
SECRETARIAL TECHNIQUES, STUDENT		VT 005 917	27
MANUAL.		SECRETARIES ON THE SPOT.	
STUDENT PROJECTS		VT 006 731	34
VT 001 158	9	ABOUT TYPEWRITING.	
IDEA STIMULATORS FOR INTRODUCTION		VT 007 306	37
TO BUSINESS;		INTRODUCTION TO DATA PROCESSING FOR	
STUDY GUIDES		BUSINESS TEACHERS; A STUDY GUIDE.	
VT 002 252	14	SYSTEMS APPROACH	
STUDENT'S INSTRUCTIONAL HANDBOOK IN		VT 007 135 ED 023 894	35
TYPEWRITING.		A PLANNING STUDY TO DETERMINE THE	
VT 002 739	16	FEASIBILITY OF DEVELOPING A NEW	
BETTER OFFICE SKILLS AND SERVICE,		BUSINESS AND OFFICE EDUCATION	
STUDENT MANUAL.		CURRICULUM.	
VT 002 929 ED 014 560	17	TEACHER DEVELOPED MATERIALS	
OFFICE MACHINES.		VT 001 407	12
VT 003 001 ED 013 942	17	BUSINESS FORMS: TRANSPARENCY	
BUSINESS LETTER WRITING FOR		MASTERS	
"PRACTICAL BUSINESS CORRESPONDENCE		VT 005 246	26
FOR COLLEGES," THIRD EDITION,		INTRODUCTORY BUSINESS FOR EVERYDAY	
ROBERTSON AND WALKER, SOUTHWESTERN		LIVING.	
PUBLISHING COMPANY, 1966,		TEACHER EDUCATION	
INSTRUCTOR'S GUIDE.		VT 007 176	36
VT 003 002 ED 013 334	18	HOW TO TEACH BUSINESS SUBJECTS.	
BUSINESS TRAINING COURSE,		TEACHER GUIDES	
FULL-KEYBOARD ADDING-LISTING		VT 007 813	39
MACHINE.		EXPLORING BUSINESS OCCUPATIONAL	
VT 003 003	18	INFORMATION.	
BUSINESS TRAINING COURSE, TEN-KEY		TEACHER ROLE	
ADDING-LISTING MACHINE.		VT 011 835	62
VT 004 042	20	CLUB HANDBOOK; TENTATIVE GUIDELINES	
REVIEW MANUAL FOR CERTIFICATE IN		FOR OPERATION.	
DATA PROCESSING.		TEACHING GUIDES	
VT 008 307	42	VT 000 133	2
TECHNICAL TYPEWRITING.		A RESOURCE UNIT FOR HOW OUR	
VT 010 266	53	BUSINESS SYSTEM OPERATES, TEACHER'S	
OFFICE PRACTICES.		HANDBOOK.	
VT 011 151	58	VT 000 609	4
PHONICS REVIEW FOR SHORTHAND.		TEACHING GUIDE FOR VOCATIONAL	
SUPERVISORS		OFFICE TRAINING.	
VT 010 941	56	VT 000 652	4
HOW TO TRAIN BANK EMPLOYEES.		REPORT OF THE FIFTH ANNUAL BUSINESS	
SUPERVISORY METHODS		EDUCATION WORKSHOP IN BUSINESS	
VT 010 941	56	SYSTEMS AND DATA PROCESSING	
HOW TO TRAIN BANK EMPLOYEES.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 000 654	5	VT 004 385	21
TEACHING GUIDE IN BUSINESS		BUSINESS EDUCATION, BUSINESS	
EDUCATION. PART IV,		ORIENTATION, TEACHERS GUIDE.	
VT 000 655	5	VT 004 924	25
BUSINESS EDUCATION. PART II,		OFFICE PRACTICE, GENERAL BUSINESS.	
VT 001 018 ED 021 953	7	UNIT--CAREERS IN BUSINESS AND	
SUGGESTIONS FOR TEACHING BUSINESS		OFFICE OCCUPATIONS.	
PUPILS OF DIFFERENT ABILITY		VT 005 196	25
LEVELS--WITH SPECIAL EMPHASIS ON		PROPOSAL FOR THE SENIOR INTENSIVE	
PUPILS EXPERIENCING DIFFICULTY.		BOE CORE PROGRAM (PRELIMINARY	
VT 001 092	7	REPORT),	
SMALL BUSINESS MANAGEMENT.		VT 005 280	26
VT 001 155	8	THE PRE-TECHNICAL PROJECT,	
BOOKKEEPING 1 AND BOOKKEEPING 2,		BUSINESS TECHNOLOGY, 11TH YEAR.	
VT 001 157	9	VT 005 281	26
BUSINESS ARITHMETIC,		THE PRE-TECHNICAL PROJECT, BUSINESS	
VT 001 158	9	TECHNOLOGY, 12TH YEAR.	
IDEA STIMULATORS FOR INTRODUCTION		VT 005 440	27
TO BUSINESS;		TYPEWRITING 8, TYPEWRITING 1,	
VT 001 224	9	TYPEWRITING 2, COURSE GUIDES.	
INTRODUCTION TO BUSINESS SYLLABUS.		VT 006 222	32
VT 001 226	10	BUSINESS ORGANIZATION.	
INTRODUCTION TO AUTOMATIC BUSINESS		VT 006 392	32
DATA PROCESSING,		A GUIDE FOR THE HIGH SCHOOL	
VT 001 229	10	COORDINATING TEACHER IN DEVELOPING	
EXPERIMENTAL OUTLINES FOR		A COOPERATIVE OFFICE EDUCATION	
INSTRUCTION IN KEY PUNCH MACHINE		PROGRAM.	
OPERATION AND AUTOMATIC BUSINESS		VT 006 396	32
DATA PROCESSING		OFFICE MACHINES FOR HIGH SCHOOLS.	
VT 001 326	11	VT 007 148	35
TEACHING PERSONAL DEVELOPMENT FOR		OFFICE PRACTICE UNIT: HANDLING THE	
OCCUPATIONAL PREPARATION, A		MAIL.	
TEACHER'S MANUAL.		VT 007 176	36
VT 001 348	11	HOW TO TEACH BUSINESS SUBJECTS.	
OFFICE PROCEDURES: A TEACHER'S		VT 007 692	38
MANUAL.		IDEA HANDBOOK FOR TEACHERS OF	
VT 001 446	12	OFFICE PROCEDURES.	
TEACHING BUSINESS DATA PROCESSING		VT 007 786	39
IN HIGH SCHOOL OFFICE PRACTICE AND		A GUIDE FOR TEACHING BOOKKEEPING IN	
POST-HIGH SCHOOL.		COLORADO SCHOOLS.	
VT 001 577	12	VT 008 236	42
BUSINESS LAW FOR HIGH SCHOOLS.		SIMULATED OFFICE PRACTICE.	
VT 001 881	13	TEACHER'S GUIDE.	
BOOKKEEPING I, SYLLABUS.		VT 008 482	43
VT 001 971	13	HUMAN RELATIONS FOR SECRETARIES.	
BUSINESS LAW 11 OR 12.		ADULT COURSE OUTLINE.	
VT 001 987	14	VT 009 191	48
ADVANCED SHORTHAND AND		BUSINESS AND OFFICE EDUCATION	
TRANSCRIPTION;		HANDBOOK.	
VT 002 728	16	VT 009 673	50
SHORTHAND I (FIRST YEAR), COURSE		OFFICE PRACTICE; A TEACHERS GUIDE.	
GUIDE.		VT 009 965	51
VT 003 142	19	KEYPUNCH MACHINE OPERATION; A	
OFFICE PRACTICE UNIT -- CHECKER,		SUGGESTED ADULT COURSE OUTLINE.	
CASH CLERK, AND CASHIER TRAINING		VT 009 977	52
(USE OF THE CASH REGISTER AND		COOPERATIVE BUSINESS EDUCATION IN	
RELATED ACTIVITIES). (BOE OFFICE		FLORIDA'S HIGH SCHOOLS.	
PRACTICE 1-1).		VT 010 465	54
VT 003 598	20	DATA PROCESSING, A COURSE OF STUDY.	
OFFICE AND BUSINESS PRACTICES.		VT 010 615	55
CAREER GUIDANCE SERIES.		VOCATIONAL OFFICE EDUCATION IN	
VT 003 996	20	FLORIDA HIGH SCHOOLS.	
TEACHING TYPING, 1.		VT 011 142	58
VT 004 297	21	TYPEWRITING FOR BUSINESS;	
SYLLABUS AND TEACHING HANDBOOK FOR		TYPEWRITING BY A WHOLE (GESTALT)	
COURSES IN SHORTHAND 1, SHORTHAND		METHOD. TEACHER'S MANUAL AND KEY.	
2, TRANSCRIPTION,		VT 011 152	59
PERSONAL-USE SHORTHAND.		PHONICS REVIEW FOR SHORTHAND.	
		TEACHER'S EDITION.	

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 011 169	59	TECHNICAL EDUCATION	
OFFICE MACHINES RESOURCE MATERIALS		VT 006 873 ED C22 926	34
FOR ADULT PROGRAMS IN BUSINESS AND		DEVELOPMENT OF A CURRICULUM TO MEET	
DISTRIBUTIVE EDUCATION.		CHANGING MANPOWER NEEDS OF THE	
VT 011 575	60	COMPUTER AND BUSINESS MACHINE	
RECORDKEEPING SYLLABUS.		INDUSTRIES; INTERIM DEVELOPMENTS.	
VT C12 666	65	FINAL REPORT.	
TRAINING IN MAIL ROOM		TECHNIQUES	
OCCUPATIONS--A MEANS, NOT AN END.		VT C10 747	55
VT 012 673	65	SECRETARIAL TECHNIQUES, STUDENT	
GENERAL BUSINESS SYLLABUS.		MANUAL.	
VT 012 708	66	TELEVISED INSTRUCTION	
A GUIDE TO THE USE OF		VT 007 306	37
TRANSPARENCIES FOR THE BUSINESS		INTRODUCTION TO DATA PROCESSING FOR	
EDUCATION TEACHER (BUSINESS SKILL		BUSINESS TEACHERS; A STUDY GUIDE.	
AREAS).		TESTS	
TEACHING METHODS		VT C03 001 ED C13 942	17
VT 000 831	6	BUSINESS LETTER WRITING FOR	
HOW TO TEACH BUSINESS SUBJECTS.		"PRACTICAL BUSINESS CORRESPONDENCE	
VT 005 992	28	FOR COLLEGES," THIRD EDITION,	
SHORTHAND FOR BUSINESS EDUCATION		ROBERTSON AND WALKER, SOUTHWESTERN	
DEPARTMENTS IN PENNSYLVANIA'S		PUBLISHING COMPANY, 1966,	
PUBLIC SCHOOLS.		INSTRUCTOR'S GUIDE.	
VT 010 207	52	VT 011 143	58
HANDBOOK FOR TEACHERS OF BUSINESS		TIMED WRITING, NO. 1-7.	
MANAGEMENT.		VT C12 221	64
VT 011 142	58	CALCULATING MACHINES 1.	
TYPEWRITING FOR BUSINESS;		VT 012 222	65
TYPEWRITING BY A WHOLE (GESTALT)		CALCULATING MACHINES 2.	
METHOD. TEACHER'S MANUAL AND KEY.		TEXTBOOKS	
VT 011 359 ED 041 140	60	VT 010 734	55
A GUIDE FOR THE IMPROVEMENT OF		INTRODUCTION TO PROGRAMMING PDP-8	
TYPEWRITING INSTRUCTION.		FAMILY COMPUTERS.	
VT 011 575	60	VT 010 971 ED 042 004	56
RECORDKEEPING SYLLABUS.		DATA COMMUNICATIONS IN BUSINESS. AN	
VT 012 202	64	INTRODUCTION.	
BUSINESS ENGLISH FOR BUSINESS		VT 011 145	58
EDUCATION DEPARTMENTS IN		TYPEWRITING FOR BUSINESS;	
PENNSYLVANIA'S PUBLIC SCHOOLS.		TYPEWRITING BY A WHOLE (GESTALT)	
TEACHING PROCEDURES		METHOD.	
VT 001 018 ED C21 953	7	TIME BLOCKS	
SUGGESTIONS FOR TEACHING BUSINESS		VT C00 600 ED 023 783	4
PUPILS OF DIFFERENT ABILITY		THE HIGH SCHOOL VOCATIONAL	
LEVELS--WITH SPECIAL EMPHASIS ON		STENOGRAPHIC PROGRAM: TENTATIVE	
PUPILS EXPERIENCING DIFFICULTY.		REPORT, (REPORT ON THE CURRICULUM	
TEACHING TECHNIQUES		WORKSHOP, NJUNE 12-JULY 2, 1965).	
VT 002 018	14	VT C03 749	20
101 TEACHING SUGGESTIONS FOR		BLOCK-TIME BUSINESS EDUCATION. A	
STIMULATING STUDENT LEARNING IN		PRELIMINARY REPORT.	
BUSINESS EDUCATION.		VT C04 708 ED 017 718	22
VT 010 775	56	SUGGESTIONS FOR A HIGH SCHOOL	
TYPEWRITING.		VOCATIONAL STENOGRAPHER PROGRAM, A	
VT 010 776	56	WORKSHOP REPORT.	
YOUR BUSINESS TEACHING.		TRAINING TECHNIQUES	
VT 011 127	57	VT 008 070	41
CURRICULUM GUIDE FOR GREGG		A PROGRAMMED TEXT ON HOW TO TRAIN	
SHORTHAND I.		AN EMPLOYEE.	
VT 012 673	65	TRANSPARENCIES	
GENERAL BUSINESS SYLLABUS.		VT C01 407	12
TEAM TEACHING		BUSINESS FORMS: TRANSPARENCY	
VT 004 520 ED C22 005	22	MASTERS	
THE CORRELATED CURRICULUM PROJECT:			
A NEW EXPERIMENTAL PROGRAM FOR THE			
GENERAL STUDENT.			

SUBJECT AND IDENTIFIER INDEX

	PAGE		PAGE
VT 007 150	35	VT 009 271	49
HANDLING THE MAIL, TRANSPARENCY MASTERS.		TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT	
VT 007 151	35	COURSES FOR ENTRY, REFRESHER, AND GENERAL CLERK TYPISTS.	
FINDING A JOB; TRANSPARENCY MASTERS.		VT 010 775	56
VT 007 359	37	TYPEWRITING.	
TRANSPARENCY MASTERS. AUTOMATIC AND DATA PROCESSING.		VT 011 142	58
VT 007 700	38	TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD. TEACHER'S MANUAL AND KEY.	
TRANSPARENCIES FOR BUSINESS CLASSES. SOURCE LIST.		VT 011 143	58
VT 008 823	43	TIMED WRITING, NO. 1-7.	
STANDARD TYPEWRITER KEYBOARD; TEN-KEY ADDING MACHINE KEYBOARD ARRANGEMENTS AND TRANSPARENCIES ON SHORTHAND PAD (TRANSPARENCY MASTERS).		VT 011 145	58
VT 008 937	45	TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD.	
WRITING POSITIONS (TRANSPARENCY MASTERS).		VT 011 359	60
VT 008 939	45	ED 041 140	
BRIEF FORMS (TRANSPARENCY MASTERS).		A GUIDE FOR THE IMPROVEMENT OF TYPEWRITING INSTRUCTION.	
VT 008 940	46	TYPISTS	
DIFFICULT WORDS (TRANSPARENCY MASTERS).		VT 000 882	6
VT 008 941	46	TEACHERS' GUIDE FOR CLERK TYPIST.	
PUNCTUATION RULES (TRANSPARENCY MASTERS).		VT 009 271	49
VT 008 942	46	TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT	
LETTER STYLES (TRANSPARENCY MASTERS).		COURSES FOR ENTRY, REFRESHER, AND GENERAL CLERK TYPISTS.	
VT 008 943	46	VT 011 142	58
JOINED WORD BEGINNINGS (TRANSPARENCY MASTERS).		TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD. TEACHER'S MANUAL AND KEY.	
VT 012 708	66	VT 011 143	58
A GUIDE TO THE USE OF TRANSPARENCIES FOR THE BUSINESS EDUCATION TEACHER (BUSINESS SKILL AREAS).		TIMED WRITING, NO. 1-7.	
TYPEWRITING		VT 011 145	58
VT 000 655	5	TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD.	
BUSINESS EDUCATION. PART II,		VT 011 596	61
VT 002 018	14	ED 042 052	
101 TEACHING SUGGESTIONS FOR STIMULATING STUDENT LEARNING IN BUSINESS EDUCATION.		PROGRAMED INSTRUCTION FOR DECISION-MAKING ASPECTS OF TYPING TASKS.	
VT 002 252	14	VT 011 919	63
STUDENT'S INSTRUCTIONAL HANDBOOK IN TYPEWRITING.		SUGGESTED CURRICULUM IN OFFICE OCCUPATIONS.	
VT 003 996	20	UNITS OF STUDY (SUBJECT FIELDS)	
TEACHING TYPING, 1.		VT 002 310	15
VT 004 811	24	ED 017 660	
TYPEWRITING ENRICHMENT MATERIALS, SOURCE LIST.		ELECTRONIC BUSINESS DATA PROCESSING PERIPHERAL EQUIPMENT OCCUPATIONS, SUGGESTED CURRICULA.	
VT 005 440	27	VT 002 786	16
TYPEWRITING 8, TYPEWRITING 1, TYPEWRITING 2, COURSE GUIDES.		ED 013 330	
VT 006 731	34	GENERAL BUSINESS UNIT, THE INFLUENCE OF AUTOMATION ON BUSINESS AND PERSONAL LIFE.	
ABOUT TYPEWRITING.		USES CLERICAL SKILLS TESTS	
VT 008 249	42	VT 008 057	41
A SUGGESTED CURRICULUM GUIDE FOR TYPING AND RELATED OCCUPATIONS.		MANUAL FOR USES CLERICAL SKILLS TESTS.	
VT 008 307	42	VOCATIONAL EDUCATION	
TECHNICAL TYPEWRITING.		VT 007 186	36
VT 009 174	47	WORKSHOP REPORT OF OVERVIEW OF THE INTENSIVE PROGRAM.	
TYPEWRITING: A TENTATIVE PROGRAM OF INSTRUCTION.		VT 009 972	52
		A GUIDE FOR TEACHING VOCATIONAL OFFICE EDUCATION.	

SUBJECT AND IDENTIFIER INDEX

	PAGE
WORKBOOKS	
VT 002 256	14
PRINTING CALCULATOR, STUDENT WORKBOOK.	
VT 006 189	28
BOOKKEEPING, CYCLE I.	
YOUTH CLUBS	
VT 011 835	62
CLUB HANDBOOK; TENTATIVE GUIDELINES FOR OPERATION.	

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
ADDISON-WESLEY PUBLISHING CO., READING, MASS. VT 008 307	42	APPLIED SCIENCE ASSOCIATES, INC., VALENCIA, PA. VT 011 418	60
TECHNICAL TYPEWRITING.		MISCELLANEOUS CLERICAL OCCUPATIONS; SUGGESTED CURRICULA. VT 011 891	63
AIKEN, WILLIAM VT 012 666	65	ELECTRONIC BUSINESS DATA PROCESSING PROGRAMER ANALYST OCCUPATIONS; SUGGESTED CURRICULA.	
TRAINING IN MAIL ROOM OCCUPATIONS-- A MEANS, NOT AN END.			
AIKIN, BRENTON R. VT 001 601 ED 016 049	13	ARGYLE ANALEARN ASSOCIATES, NEW YORK, N.Y. VT 010 941	56
DEVELOPING THE OCCUPATIONAL BUSINESS EDUCATION PROGRAM IN THE SMALL HIGH SCHOOL. BUSINESS EDUCATION CURRICULUM DEVELOPMENT SERIES.		HOW TO TRAIN BANK EMPLOYEES.	
ALASKA STATE DEPT. OF EDUCATION, JUNEAU. DIV. OF VOCATIONAL EDUCATION VT 004 747	22	ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX VT 007 975	39
SUGGESTED POST-SECONDARY BUSINESS EDUCATION GUIDELINE.		SUGGESTED CURRICULUM GUIDE FOR: SECRETARIAL.	40
VT 005 282	26	VT 007 976	40
BUSINESS EDUCATION CURRICULUM GUIDE.		SUGGESTED CURRICULUM GUIDE FOR: CLERICAL.	40
AMERICAN TELEPHONE AND TELEGRAPH COMPANY, NEW YORK, N.Y. VT 010 971 ED 042 004	56	VT 007 977	40
DATA COMMUNICATIONS IN BUSINESS. AN INTRODUCTION.		SUGGESTED CURRICULUM GUIDE FOR: COOPERATIVE OFFICE.	40
AMERICAN VOCATIONAL ASSOCIATION, WASHINGTON, D.C. VT 011 716	61	VT 007 978	40
CAREER INFORMATION: BUSINESS AND OFFICE OCCUPATIONS.		SUGGESTED CURRICULUM GUIDE FOR: VOCATIONAL OFFICE PROCEDURES.	
ANDERSON, FLOYD L. VT 011 532 ED 041 174	60	ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX. VT 011 919	63
BUSINESS EDUCATION, COURSE DESCRIPTION.		SUGGESTED CURRICULUM IN OFFICE OCCUPATIONS.	
ANTHONY, EDWARD L. VT 006 467	33	BAHR, GLADYS, ED. VT 012 547 ED 047 145	65
MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 2.		TWO DECADES OF PARTNERSHIP IN ECONOMIC EDUCATION.	
ANTHONY, EDWARD L., ED. VT 006 195	28	BARTLETT, SHIRLEY, AND OTHERS VT 005 282	26
MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 1.		BUSINESS EDUCATION CURRICULUM GUIDE.	
VT 006 196	29	BATTERSON, GEORGE W., AND OTHERS VT 001 157	9
MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 3.		BUSINESS ARITHMETIC,	
VT 006 197	29	BAYER, THEODORE J., AND OTHERS VT 001 158	9
MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 4.		IDEA STIMULATORS FOR INTRODUCTION TO BUSINESS;	
VT 006 198	29	BEIMA, JAMES R. VT 004 747	22
MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 5.		SUGGESTED POST-SECONDARY BUSINESS EDUCATION GUIDELINE.	

Due to a discrepancy between RIE format and VT-ERIC Clearinghouse format, some Institutional Authors will have multiple entries.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
BELLEVUE PUBLIC SCHOOLS, NEBRASKA VT 000 444 BUSINESS EDUCATION CURRICULUM GUIDELINES, GRADES 7-12.	3	VT 001 348 OFFICE PROCEDURES: A TEACHER'S MANUAL.	11
BERNSTROM, HAL, AND OTHERS VT 005 246 INTRODUCTORY BUSINESS FOR EVERYDAY LIVING.	26	VT 004 860 COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; ANNIN-SERVICE TRAINING REPORT.	25
BINGHAM, V.N. VT 008 374 A TRAINING OFFICER'S GUIDE TO COMMERCIAL APPRENTICESHIP.	42	CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VT 001 601 ED 016 049 DEVELOPING THE OCCUPATIONAL BUSINESS EDUCATION PROGRAM IN THE SMALL HIGH SCHOOL. BUSINESS EDUCATION CURRICULUM DEVELOPMENT SERIES.	13
BORKOWSKI, MILDRED V. VT 011 750 LIBRARY TECHNICAL ASSISTANT PROGRAM; A ONE YEAR CURRICULUM GUIDE.	62	CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF BUSINESS EDUCATION VT 001 092 SMALL BUSINESS MANAGEMENT.	7
BOWLING GREEN STATE UNIV., OHIO VT 010 114 SUPPLEMENTARY MATERIALS HANDBOOK FOR INTENSIVE BUSINESS AND OFFICE EDUCATION.	52	VT 001 326 TEACHING PERSONAL DEVELOPMENT FOR OCCUPATIONAL PREPARATION. A TEACHER'S MANUAL.	11
BOWLING GREEN STATE UNIV., OHIO. DEPT. OF BUSINESS EDUCATION. VT 004 708 ED 017 718 SUGGESTIONS FOR A HIGH SCHOOL VOCATIONAL STENOGRAPHER PROGRAM, A WORKSHOP REPORT.	22	VT 007 176 HOW TO TEACH BUSINESS SUBJECTS.	36
BOYNTON, PAUL M., ED. VT 008 130 CONNECTICUT BUSINESS EDUCATION HANDBOOK.	41	CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF JUNIOR COLL. VOCATIONAL-TECHNICAL EDUCATION VT 004 859 COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; SUMMARY OF AN IN-SERVICE TRAINING REPORT.	24
BRIGHT, DON VT 010 114 SUPPLEMENTARY MATERIALS HANDBOOK FOR INTENSIVE BUSINESS AND OFFICE EDUCATION.	52	CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION VT 001 092 SMALL BUSINESS MANAGEMENT.	7
BRITISH ASSOCIATION FOR COMMERCIAL AND INDUSTRIAL EDUCATION, LONDON (ENGLAND) VT 008 374 A TRAINING OFFICER'S GUIDE TO COMMERCIAL APPRENTICESHIP.	42	VT 001 326 TEACHING PERSONAL DEVELOPMENT FOR OCCUPATIONAL PREPARATION. A TEACHER'S MANUAL.	11
BROTHERS OF THE SACRED HEART, NEW ORLEANS PROVINCE, DAPHNE, ALA. BUSINESS EDUCATION COMMITTEE VT 001 881 BOOKKEEPING I, SYLLABUS.	13	VT 007 176 HOW TO TEACH BUSINESS SUBJECTS.	36
BURGHARDT, PAUL G. VT 008 923 COOPERATIVE OFFICE EDUCATION.	45	CARPET INDUSTRY TRAINING BOARD, WILMSLOW CHESHIRE (ENGLAND) VT 008 585 TRAINING RECOMMENDATIONS: CLERICAL AND COMMERCIAL OCCUPATIONS.	43
CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO VT 000 831 HOW TO TEACH BUSINESS SUBJECTS.	6	CASHMAN, THOMAS J. VT 004 042 REVIEW MANUAL FOR CERTIFICATE IN DATA PROCESSING.	20
		CENTRAL ARIZONA COLL. VT 011 919 SUGGESTED CURRICULUM IN OFFICE OCCUPATIONS.	63

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
CHABOLLA, RICHARD M., AND OTHERS		CLOW, CLETUS A.	
VT 012 221	64	VT 002 324	15
CALCULATING MACHINES 1.		BUSINESS EDUCATION CURRICULUM	
VT 012 222	65	IMPLICATIONS OF THE EFFECTS OF	
CALCULATING MACHINES 2.		TECHNOLOGY ON THE TYPES OF OFFICE	
		MACHINES USED BY SELECTED	
CINCINNATI PUBLIC SCHOOLS.		CONNECTICUT BUSINESSES.	
CURRICULUM BULLETIN NUMBER 260			
VT 006 232	32	COLORADO STATE DEPT. OF EDUCATION,	
CLERICAL PRACTICE,		DENVER. DIV. OF ELEMENTARY AND	
		SECONDARY EDUCATION	
CITY UNIV. OF NEW YORK, N.Y. DIV. OF		VT 007 786	39
TEACHER EDUCATION		A GUIDE FOR TEACHING BOOKKEEPING	
VT 011 596	61	IN COLORADO SCHOOLS.	
ED 042 052			
PROGRAMED INSTRUCTION FOR DECISION-		COLORADO STATE DEPT. OF EDUCATION,	
MAKING ASPECTS OF TYPING TASKS.		DENVER. OFFICE OF INSTRUCTIONAL	
		SERVICES	
CIVIL SERVICE COMMISSION,		VT 009 673	50
WASHINGTON, D.C. BUREAU OF TRAINING		OFFICE PRACTICE; A TEACHERS GUIDE.	
VT 002 739	16		
BETTER OFFICE SKILLS AND SERVICE,		COMMUNICATIONS AND OFFICE SKILLS	
STUDENT MANUAL.		TRAINING CENTER, WASHINGTON, D.C.	
		VT 002 739	16
CIVIL SERVICE COMMISSION,		BETTER OFFICE SKILLS AND SERVICE,	
WASHINGTON, D.C. COMMUNICATIONS AND		STUDENT MANUAL.	
OFFICE SKILLS TRAINING CENTER			
VT 010 747	55	CONNECTICUT STATE DEPT. OF	
SECRETARIAL TECHNIQUES, STUDENT		EDUCATION, HARTFORD	
MANUAL.		VT 008 130	41
		CONNECTICUT BUSINESS EDUCATION	
CLARK, JOHN R.		HANDBOOK.	
VT 004 860	25		
COMMENTS AND CURRICULA RELATED TO		CONNECTICUT STATE DEPT. OF	
THIRD GENERATION DATA PROCESSING		EDUCATION, HARTFORD. DIV. OF	
AND SPECIFICALLY IBM SYSTEM/360;		VOCATIONAL EDUCATION.	
ANNIN-SERVICE TRAINING REPORT.		VT 002 324	15
		BUSINESS EDUCATION CURRICULUM	
CLEMSON UNIV., S.C. VOCATIONAL		IMPLICATIONS OF THE EFFECTS OF	
EDUCATION MEDIA CENTER		TECHNOLOGY ON THE TYPES OF OFFICE	
VT 008 823	43	MACHINES USED BY SELECTED	
STANDARD TYPEWRITER KEYBOARD; TEN-		CONNECTICUT BUSINESSES.	
KEY ADDING MACHINE KEYBOARD			
ARRANGEMENTS AND TRANSPARENCIES ON		CONOVER, HOBART H.	
SHORTHAND PAD (TRANSPARENCY		VT 001 097	8
MASTERS).		INTRODUCTION TO AUTOMATIC BUSINESS	
VT 008 937	45	DATA PROCESSING,	
WRITING POSITIONS (TRANSPARENCY		VT 001 229	10
MASTERS).		EXPERIMENTAL OUTLINES FOR	
VT 008 939	45	INSTRUCTION IN KEY PUNCH MACHINE	
BRIEF FORMS (TRANSPARENCY MASTERS).		OPERATION AND AUTOMATIC BUSINESS	
VT 008 940	46	DATA PROCESSINGN	
DIFFICULT WORDS (TRANSPARENCY			
MASTERS).		COOK, FRED S.	
VT 008 941	46	VT 005 917	27
PUNCTUATION RULES (TRANSPARENCY		SECRETARIES ON THE SPOT.	
MASTERS).			
VT 009 942	46	CPT COMMUNITY ACTION INST., NEW	
LETTER STYLES (TRANSPARENCY MASTERS).		HAVEN, CONN.	
VT 008 943	46	VT 006 720	34
JOINED WORD BEGINNINGS		SECRETARIAL TRAINING PROGRAM REPORT.	
(TRANSPARENCY MASTERS).			
		DAMIAN (BROTHER), ED.	
		VT 001 881	13
		BOOKKEEPING I, SYLLABUS.	

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
DATA PROCESSING MANAGEMENT ASSOCIATION, PARKRIDGE, ILL. VT 004 042	20	ESHELBY, DON VT 011 838 ED 047 084	62
REVIEW MANUAL FOR CERTIFICATE IN DATA PROCESSING.		BIBLIOGRAPHY OF BUSINESS AND OFFICE EDUCATION DOCUMENTS AS LISTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM) FALL 1967 TO FALL 1969.	
DAYTON UNIV., OHIO VT 000 652	4	ETTINGER, BLANCHE, AND OTHERS VT 007 813	39
REPORT OF THE FIFTH ANNUAL BUSINESS EDUCATION WORKSHOP IN BUSINESS SYSTEMS AND DATA PROCESSING		EXPLORING BUSINESS OCCUPATIONAL INFORMATION.	
VT 001 446	12	FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. BUSINESS AND DISTRIBUTIVE EDUCATION SECTION VT 009 977	52
TEACHING BUSINESS DATA PROCESSING IN HIGH SCHOOL OFFICE PRACTICE AND POST-HIGH SCHOOL.		COOPERATIVE BUSINESS EDUCATION IN FLORIDA'S HIGH SCHOOLS.	
DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER VT 006 397	33	FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DISTRIBUTIVE, COOPERATIVE, BUSINESS VT 000 064	2
BUSINESS EDUCATION IN THE SECONDARY SCHOOL.		A GUIDE -- COOPERATIVE BUSINESS EDUCATION IN FLORIDA HIGH SCHOOLS. (BULLETIN 73H-4).	
DEPARTMENT OF THE AIR FORCE, WASHINGTON, D.C. VT 011 803	62	FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION. VT 010 615	55
AUTOMATIC DATA PROCESSING ORIENTATION TRAINING.		VOCATIONAL OFFICE EDUCATION IN FLORIDA HIGH SCHOOLS.	
DIGITAL EQUIPMENT CORP., MAYNARD, MASS. SOFTWARE WRITING GROUP VT 010 734	55	FORD FOUNDATION, NEW YORK, N.Y. VT 004 520 ED 022 005	22
INTRODUCTION TO PROGRAMMING PDP-8 FAMILY COMPUTERS.		THE CORRELATED CURRICULUM PROJECT: A NEW EXPERIMENTAL PROGRAM FOR THE GENERAL STUDENT.	
DITTAMO, GAETANO F. VT 012 708	66	FOUR CORNERS REGIONAL COMMISSION, ARIZ. VT 011 919	63
A GUIDE TO THE USE OF TRANSPARENCIES FOR THE BUSINESS EDUCATION TEACHER (BUSINESS SKILL AREAS).		SUGGESTED CURRICULUM IN OFFICE OCCUPATIONS.	
EDWARDS, ROBERT D. VT 003 272	19	GENERAL ELECTRIC CO., SCHENECTADY, N.Y. EDUCATIONAL PUBLICATIONS VT 004 028	20
THE BUSINESS EDUCATION CURRICULUM.		YOU AND THE COMPUTER. A STUDENT'S GUIDE.	
ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, LONDON (ENGLAND) VT 009 363	49	GENTLE, EDGAR C., JR., ED. VT 010 971 ED 042 004	56
THE TRAINING OF ACCOUNTANTS.		DATA COMMUNICATIONS IN BUSINESS. AN INTRODUCTION.	
VT 009 364	49	GEORGIA STATE DEPT. OF EDUCATION, ATLANTA. BUSINESS AND OFFICE EDUCATION SERVICE. VT 011 359 ED 041 140	60
SYLLABUS OF TRAINING FOR ACCOUNTANTS.		A GUIDE FOR THE IMPROVEMENT OF TYPEWRITING INSTRUCTION.	
VT 009 365	50		
THE GENERAL TRAINING OF CLERICAL STAFF.			
ERNEST, JOHN W. VT 001 092	7		
SMALL BUSINESS MANAGEMENT.			
VT 007 176	36		
HOW TO TEACH BUSINESS SUBJECTS.			

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
GIBSON, E. DANA, AND OTHERS VT 000 081 ED 012 306 AUDIO-VISUAL AIDS FOR AUTOMATION.	2	ILLINOIS STATE OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION, SPRINGFIELD VT 000 459	3
GILA RIVER CAREER CENTER, APTZ. VT 011 919 SUGGESTED CURRICULUM IN OFFICE OCCUPATIONS.	63	BUSINESS EDUCATION IN THE SECONDARY SCHOOL.	
GILLETT, VIRGENE, AND OTHERS VT 000 882 TEACHERS' GUIDE FOR CLERK TYPIST.	6	INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS VT 010 611	54
GOODPASTURE, BRUCE, ED. VT 006 202 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 9.	31	BUSINESS AND OFFICE EDUCATION: BEFORE AND AFTER IN INDIANA.	
HARTZLER, F.E., AND OTHERS VT 008 134 PROGRAMMED TEXT ON ORIENTATION TO AN OFFICE EDUCATION PROGRAM.	41	INSTITUTE OF COMPUTER TECHNOLOGY, INC., WASHINGTON, D.C. VT 011 268 ED 041 125	59
HILL, MARCELLA P. VT 002 929 ED 014 560 OFFICE MACHINES.	17	COMPUTER SYSTEMS OPERATOR, A SUGGESTED INSTRUCTOR'S GUIDE.	
HOLLAND, EDNA D. VT 004 385 BUSINESS EDUCATION, BUSINESS ORIENTATION, TEACHERS GUIDE.	21	IOWA STATE DEPT. OF PUBLIC INSTRUCTION, DES MOINES VT 000 424 ED 017 626	3
HORNBERG, H.W. VT 006 392 A GUIDE FOR THE HIGH SCHOOL COORDINATING TEACHER IN DEVELOPING A COOPERATIVE OFFICE EDUCATION PROGRAM.	32	OFFICE OCCUPATIONS, INDIVIDUAL INSTRUCTION MATERIALS. VT 000 879 ED 017 635	6
HOUGHTON, W.F., AND OTHERS VT 007 777 TRAINING FOR OFFICE SUPERVISION.	38	O.E. INDIVIDUAL INSTRUCTION MATERIALS. SUPPLEMENT.	
HUGHSON UNION HIGH SCHOOL, CALIF. VT 005 246 INTRODUCTORY BUSINESS FOR EVERYDAY LIVING.	26	IRON AND STEEL INDUSTRY TRAINING BOARD, LONDON (ENGLAND) VT 008 839	44
IDAHO STATE BOARD FOR VOCATIONAL EDUCATION, BOISE. BUSINESS AND DISTRIBUTIVE EDUCATION DIV. VT 006 190	28	GUIDE SYLLABUS FOR THE TRAINING OF ADMINISTRATIVE AND COMMERCIAL TRAINEES. VT 008 840	44
ORGANIZING THE OFFICE PRACTICE COURSE.		RECOMMENDATIONS ON COMMERCIAL AND CLERICAL TRAINING.	
IDAHO STATE DEPT. OF EDUCATION, BOISE. BUSINESS AND DISTRIBUTIVE EDUCATION VT 006 189	28	JEFFERSON COUNTY SCHOOLS, LOUISVILLE, KY. VT 012 666	65
BOOKKEEPING, CYCLE I.		TRAINING IN MAIL ROOM OCCUPATIONS-- A MEANS, NOT AN END.	
ILLINOIS BUSINESS EDUCATION ASSOCIATION, CHICAGO VT 007 692	38	JENKINS, SADA BETH, AND OTHERS VT 009 673	50
IBEA HANDBOOK FOR TEACHERS OF OFFICE PROCEDURES.		OFFICE PRACTICE; A TEACHERS GUIDE.	
		JOCHIMSEN, ELNA, AND OTHERS VT 001 156	8
		SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN OFFICE PRACTICE,	
		JOINT COUNCIL ON ECONOMIC EDUCATION, NEW YORK, N.Y. VT 012 547 ED 047 145	65
		TWO DECADES OF PARTNERSHIP IN ECONOMIC EDUCATION.	
		JURIST, RODNEY G. VT 003 124 ED 013 335	18
		THE CURRICULUM FOR A MODEL BUSINESS EDUCATION PROGRAM.	

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
KANAWHA COUNTY BOARD OF EDUCATION, CHARLESTON, W. VA.		KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.	
VT 001 286 ED 021 955	10	VT 001 407	12
TODAY'S PREPARATION FOR TOMORROW'S JOBS. CURRICULUM GUIDE AND HANDBOOK.		BUSINESS FORMS: TRANSPARENCY MASTERS	19
KANSAS CITY PUBLIC SCHOOLS, MO.		VT 003 142	
VT 000 926	6	OFFICE PRACTICE UNIT -- CHECKER, CASH CLERK, AND CASHIER TRAINING (USE OF THE CASH REGISTER AND RELATED ACTIVITIES). (BOE OFFICE PRACTICE 1-1).	24
CURRICULUM GUIDE FOR BUSINESS EDUCATION.		VT 004 811	24
KANSAS STATE BOARD FOR VOCATIONAL EDUCATION, TOPEKA		TYPEWRITING ENRICHMENT MATERIALS, SOURCE LIST.	24
VT 008 134	41	VT 004 857	24
PROGRAMMED TEXT ON ORIENTATION TO AN OFFICE EDUCATION PROGRAM.		AUTOMATION AND BUSINESS DATA PROCESSING, SOURCE LIST.	25
KANSAS STATE TEACHERS COLL., EMPORIA		VT 004 924	25
VT 008 070	41	OFFICE PRACTICE, GENERAL BUSINESS. UNIT--CAREERS IN BUSINESS AND OFFICE OCCUPATIONS.	35
A PROGRAMMED TEXT ON HOW TO TRAIN AN EMPLOYEE.		VT 007 148	35
VT 008 134	41	OFFICE PRACTICE UNIT: HANDLING THE MAIL.	35
PROGRAMMED TEXT ON ORIENTATION TO AN OFFICE EDUCATION PROGRAM.		VT 007 150	35
KENT STATE UNIV., OHIO.		HANDLING THE MAIL, TRANSPARENCY MASTERS.	35
VT 011 837	62	VT 007 151	35
TRAINING PLANS FOR COOPERATIVE OFFICE EDUCATION.		FINDING A JOB; TRANSPARENCY MASTERS.	36
KENTUCKY RESEARCH COORDINATING UNIT, LEXINGTON.		VT 007 152	36
VT 012 666	65	OFFICE PRACTICE UNIT: FINDING AND APPLYING FOR A JOB.	37
TRAINING IN MAIL ROOM OCCUPATIONS-- A MEANS, NOT AN END.		VT 007 359	37
KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT. BUREAU OF VOCATIONAL EDUCATION.		TRANSPARENCY MASTERS. AUTOMATION AND DATA PROCESSING.	38
VT 011 127	57	VT 007 512	38
CURRICULUM GUIDE FOR GREGG SHORTHAND I.		ENRICHMENT MATERIALS FOR OFFICE PRACTICE AND OFFICE MACHINES CLASSES. MATERIALS FOR BASIC INSTRUCTION AND NON-THE-JOB TRAINING CLINICS, SOURCE LIST.	38
KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT. DIV. OF BUSINESS AND OFFICE EDUCATION		VT 007 700	42
VT 007 193	36	TRANSPARENCIES FOR BUSINESS CLASSES. SOURCE LIST.	42
OFFICE PRACTICE, CURRICULUM GUIDE.		VT 008 236	
KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT. DIV. OF BUSINESS AND OFFICE EDUCATION.		SIMULATED OFFICE PRACTICE. TEACHER'S GUIDE.	
VT 011 128	57	KINNELON HIGH SCHOOL, N.J.	
CURRICULUM GUIDE FOR SECOND-YEAR BOOKKEEPING.		VT 012 708	66
KENTUCKY UNIV., LEXINGTON. COLL. OF EDUCATION.		A GUIDE TO THE USE OF TRANSPARENCIES FOR THE BUSINESS EDUCATION TEACHER (BUSINESS SKILL AREAS).	
VT 002 786 ED 013 330	16	KRIEGBAUM, ROBERT E.	
GENERAL BUSINESS UNIT, THE INFLUENCE OF AUTOMATION ON BUSINESS AND PERSONAL LIFE.		VT 000 652	4
		REPORT OF THE FIFTH ANNUAL BUSINESS EDUCATION WORKSHOP IN BUSINESS SYSTEMS AND DATA PROCESSING	12
		VT 001 446	12
		TEACHING BUSINESS DATA PROCESSING IN HIGH SCHOOL OFFICE PRACTICE AND POST-HIGH SCHOOL.	

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
KURTZ, MARGARET A. VT 009 307 TECHNICAL TYPEWRITING.	42	LOS ANGELES CITY SCHOOLS, CALIFORNIA. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES VT 001 987 ADVANCED SHORTHAND AND TRANSCRIPTION;	14
LANHAM, FRANK W. VT 007 135 ED 023 894 A PLANNING STUDY TO DETERMINE THE FEASIBILITY OF DEVELOPING A NEW BUSINESS AND OFFICE EDUCATION CURRICULUM.	35	LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE. BUSINESS AND OFFICE EDUCATION SECTION VT 009 191 BUSINESS AND OFFICE EDUCATION HANDBOOK.	48
LANSING SCHOOL DISTRICT, MICH. VT 000 671 BUSINESS EDUCATION, GRADES 10-12, A CURRICULUM GUIDE FOR TEACHER AND COUNSELOR USE.	5	LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE. VOCATIONAL BUSINESS AND OFFICE EDUCATION SECTION VT 008 913 COORDINATOR'S HANDBOOK, COOPERATIVE OFFICE EDUCATION.	45
LASALLE, JAMES, AND OTHERS VT 000 085 DATA PROCESSING FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS.	2	LOUISIANA STATE VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, NATCHITOCHES. VT 002 252 STUDENT'S INSTRUCTIONAL HANDBOOK IN TYPEWRITING.	14
LESCARBEAU, ROLAND F., AND OTHERS VT 006 873 ED 022 926 DEVELOPMENT OF A CURRICULUM TO MEET CHANGING MANPOWER NEEDS OF THE COMPUTER AND BUSINESS MACHINE INDUSTRIES: INTERIM DEVELOPMENTS. FINAL REPORT.	34	VT 002 256 PRINTING CALCULATOR, STUDENT WORKBOOK.	14
LESLIE (C.E.) AND ASSOCIATES, GLEN HEAD, N.Y. VT 004 777 ED 017 720 STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS, SUGGESTED CURRICULA GUIDE.	23	VT 003 001 ED 013 942 BUSINESS LETTER WRITING FOR "PRACTICAL BUSINESS CORRESPONDENCE FOR COLLEGES," THIRD EDITION, ROBERTSON AND WALKER, SOUTHWESTERN PUBLISHING COMPANY, 1966, INSTRUCTOR'S GUIDE.	17
LIFTON, MARKS, AND OTHERS VT 001 087 SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN SECRETARIAL PRACTICE.	7	VT 003 002 ED 013 334 BUSINESS TRAINING COURSE, FULL- KEYBOARD ADDING-LISTING MACHINE.	18
LILES, PARKER VT 011 359 ED 041 140 A GUIDE FOR THE IMPROVEMENT OF TYPEWRITING INSTRUCTION.	60	VT 003 003 BUSINESS TRAINING COURSE, TEN-KEY ADDING-LISTING MACHINE.	18
LILES, ZENOBIA T. VT 011 359 ED 041 140 A GUIDE FOR THE IMPROVEMENT OF TYPEWRITING INSTRUCTION.	60	MACARTHUR, JEAN B., ED. VT 006 203 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 10.	31
LITZBERG, ROBERT A., ED. VT 006 199 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 6.	30	VT 006 204 MANAGEMENT AIDS FOR SMALL MANUFACTURERS.	31
VT 006 200 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 7.	30	MACOMB COUNTY COMMUNITY COLL., WARREN, MICH. VT 011 750 LIBRARY TECHNICAL ASSISTANT PROGRAM: A ONE YEAR CURRICULUM GUIDE.	62
VT 006 201 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 8.	30	MAINE BUSINESS EDUCATION ADVISORY COMMITTEE VT 010 600 BUSINESS EDUCATION CURRICULUM GUIDE.	54

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
MANPOWER ADMINISTRATION (CCL), WASHINGTON, D.C. VT 008 057	41	MUMFORD, ERNESTINE VT 003 996	20
MANUAL FOR USES CLERICAL SKILLS TESTS.		TEACHING TYPING, 1.	
MCGONIGAL, JAMES VT 003 165 ED 013 951	19	MUSSELMAN, VERNON A., AND OTHERS VT 007 193	36
DATA PROCESSING, LABORATORY PROCEDURES AND THEORY, COURSE OF STUDY.		OFFICE PRACTICE, CURRICULUM GUIDE.	
MIAMI-DADE JUNIOR COLLEGE, FLA. DEPT. OF BUSINESS INFORMATION SYSTEMS VT 007 235	37	NALL, C.K., AND OTHERS VT 008 070	41
BUSINESS INFORMATION SYSTEMS; COURSE OUTLINE.		A PROGRAMMED TEXT ON HOW TO TRAIN AN EMPLOYEE.	
MINISTRY OF LABOR, LONDON (ENGLAND). CENTRAL TRAINING COUNCIL VT 007 777	38	NATIONAL BUSINESS EDUCATION ASSOCIATION, WASHINGTON, D.C. VT 012 547 ED 047 145	65
TRAINING FOR OFFICE SUPERVISION.		TWO DECADES OF PARTNERSHIP IN ECONOMIC EDUCATION.	
MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER. VT 011 532 ED 041 174	60	NATIONAL SECRETARIES ASSOCIATION (INTERNATIONAL), KANSAS CITY, MO. VT 005 917	27
BUSINESS EDUCATION, COURSE DESCRIPTION.		SECRETARIES ON THE SPOT.	
MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. BUSINESS AND OFFICE EDUCATION SECTION VT 003 749	20	NATIONAL YOUTH GROUP FOR VOCATIONAL OFFICE EDUCATION STUDENTS, MADISON, WIS. VT 009 527	50
BLOCK-TIME BUSINESS EDUCATION. A PRELIMINARY REPORT.		OFFICE EDUCATION ASSOCIATION HANDBOOK.	
MISSOURI UNIV., COLUMBIA. INSTRUCTIONAL MATERIALS LAB. VT 010 266	53	NEFT, TILLIE VT 001 348	11
OFFICE PRACTICES.		OFFICE PROCEDURES: A TEACHER'S MANUAL.	
MODESTO JUNIOR COLLEGE, CALIF. VT 001 529	12	NEW HAMPSHIRE STATE DEPT. OF EDUCATION, CONCORD, DIV. OF VOCATIONAL-TECHNICAL EDUCATION. VT 009 972	52
BUSINESS TRAINING.		A GUIDE FOR TEACHING VOCATIONAL OFFICE EDUCATION.	
MORRISON, LEGER R. VT 011 142	58	NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. VT 002 929 ED 014 560	17
TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD. TEACHER'S MANUAL AND KEY. VT 011 145	58	OFFICE MACHINES.	
TYPEWRITING FOR BUSINESS; TYPEWRITING BY A WHOLE (GESTALT) METHOD.		VT 003 124 ED 013 335	18
MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION, CORPUS CHRISTI, TEX. VT 010 774	56	THE CURRICULUM FOR A MODEL BUSINESS EDUCATION PROGRAM. VT 003 165 ED 013 951	19
BOOKKEEPING MOTIVATION DEVICES. VT 010 775	56	DATA PROCESSING, LABORATORY PROCEDURES AND THEORY, COURSE OF STUDY.	
TYPEWRITING.		NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON, VOCATIONAL DIV. VT 003 996	20
VT 010 776	56	TEACHING TYPING, 1.	
YOUR BUSINESS TEACHING.			

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
NEW MEXICO OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT, SANTA FE.		VT 001 155	8
VT 002 797 ED 013 332	17	BOOKKEEPING 1 AND BOOKKEEPING 2,	
SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION, A REPORT OF A WORKSHOP ON SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION (NEW MEXICO STATE UNIVERSITY, CARLSBAD BRANCH, AUGUST 8-24, 1966).		VT 001 156	8
		SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN OFFICE PRACTICE,	
		VT 001 157	9
		BUSINESS ARITHMETIC,	
		VT 001 158	9
		IDEA STIMULATORS FOR INTRODUCTION TO BUSINESS;	
		VT 001 224	9
		INTRODUCTION TO BUSINESS SYLLABUS.	
NEW ORLEANS PUBLIC SCHOOLS, LA. DIV. OF INSTRUCTION		VT 008 482	43
VT 009 174	47	HUMAN RELATIONS FOR SECRETARIES. ADULT COURSE OUTLINE.	
TYPEWRITING: A TENTATIVE PROGRAM OF INSTRUCTION.		VT 008 706	43
		SUGGESTIONS FOR DEVELOPING A PROMOTION HANDBOOK FOR BUSINESS AND DISTRIBUTIVE EDUCATION.	
NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y.		VT 008 992	46
VT 001 315	11	DEVELOPING ECONOMIC CONCEPTS THROUGH INTRODUCTION TO BUSINESS.	
CLERICAL PRACTICE FOR HIGH SCHOOLS.		VT 009 047	47
VT 004 520 ED 022 005	22	SECRETARIAL SKILLS AND PROCEDURES. ADULT COURSE OUTLINE.	
THE CORRELATED CURRICULUM PROJECT: A NEW EXPERIMENTAL PROGRAM FOR THE GENERAL STUDENT.		VT 010 773	55
		ADMINISTRATIVE HANDBOOK FOR BUSINESS AND DISTRIBUTIVE EDUCATION.	
NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT			
VT 005 280	26	NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT	
THE PRE-TECHNICAL PROJECT, BUSINESS TECHNOLOGY, 11TH YEAR.		VT 009 965	51
VT 005 281	26	KEYPUNCH MACHINE OPERATION; A SUGGESTED ADULT COURSE OUTLINE.	
THE PRE-TECHNICAL PROJECT, BUSINESS TECHNOLOGY, 12TH YEAR.		VT 010 558 ED 037 566	54
VT 006 396	32	INSTRUCTIONAL MATERIALS FOR ADULT BUSINESS AND DISTRIBUTIVE EDUCATION.	
OFFICE MACHINES FOR HIGH SCHOOLS.		VT 011 169	59
		OFFICE MACHINES RESOURCE MATERIALS FOR ADULT PROGRAMS IN BUSINESS AND DISTRIBUTIVE EDUCATION.	
NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT.			
VT 011 939	63	NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.	
SHORTHAND FOR HIGH SCHOOLS.		VT 010 245	53
		INTRODUCTION TO AUTOMATIC DATA PROCESSING.	
NEW YORK CITY BOARD OF EDUCATION, N.Y.			
VT 001 577	12	NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT	
BUSINESS LAW FOR HIGH SCHOOLS.		VT 000 686	5
VT 003 598	20	DEVELOPING RESOURCE FILES FOR INTRODUCTION TO BUSINESS.	
OFFICE AND BUSINESS PRACTICES. CAREER GUIDANCE SERIES.		VT 001 096	7
		A UNIFORM EDUCATIONAL PROGRAM FOR MACHINE TRANSCRIPTION FOR USE IN GRADES 11 AND 12.	
NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION		VT 001 097	8
VT 001 018 ED 021 953	7	INTRODUCTION TO AUTOMATIC BUSINESS DATA PROCESSING.	
SUGGESTIONS FOR TEACHING BUSINESS PUPILS OF DIFFERENT ABILITY LEVELS--WITH SPECIAL EMPHASIS ON PUPILS EXPERIENCING DIFFICULTY.			
VT 001 087	7		
SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN SECRETARIAL PRACTICE.			

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
VT 001 226	10	NORTHERN ILLINOIS UNIV., DE KALB.	
INTRODUCTION TO AUTOMATIC BUSINESS		VT 004 776 ED 022 015	23
DATA PROCESSING,		COMPUTING AND ACCOUNTING OFFICE	
VT 001 229	10	OCCUPATIONS; SUGGESTED CURRICULA	
EXPERIMENTAL OUTLINES FOR		GUIDE.	
INSTRUCTION IN KEY PUNCH MACHINE		VT 004 777 ED 017 720	23
OPERATION AND AUTOMATIC BUSINESS		STENOGRAPHIC, SECRETARIAL, AND	
DATA PROCESSING		RELATED OCCUPATIONS, SUGGESTED	
VT 004 297	21	CURRICULA GUIDE.	
SYLLABUS AND TEACHING HANDBOOK FOR		O'NEILL, ROBERT	
COURSES IN SHORTHAND 1, SHORTHAND		VT 011 532 ED 041 174	60
2, TRANSCRIPTION, PERSONAL-		BUSINESS EDUCATION, COURSE	
USE SHORTHAND.		DESCRIPTION.	
NEW YORK STATE EDUCATION DEPT.,		OAKLAND PUBLIC SCHOOLS, CALIF.	
ALBANY, BUREAU OF SECONDARY		VT 000 882	6
CURRICULUM DEVELOPMENT.		TEACHERS' GUIDE FOR CLERK TYPIST.	
VT 002 018	14	OFFICE EDUCATION ASSOCIATION,	
101 TEACHING SUGGESTIONS FOR		COLUMBUS, OHIO. OHIO ASSOCIATION.	
STIMULATING STUDENT LEARNING IN		VT 011 835	62
BUSINESS EDUCATION.		CLUB HANDBOOK; TENTATIVE	
VT 010 207	52	GUIDELINES FOR OPERATION.	
HANDBOOK FOR TEACHERS OF BUSINESS		OFFICE OF EDUCATION (DHEW),	
MANAGEMENT.		WASHINGTON, D.C.	
VT 011 575	60	VT 002 310 ED 017 660	15
RECORDKEEPING SYLLABUS.		ELECTRONIC BUSINESS DATA	
VT 011 645	61	PROCESSING PERIPHERAL EQUIPMENT	
BOOKKEEPING AND ACCOUNTING I AND		OCCUPATIONS, SUGGESTED CURRICULA.	
BOOKKEEPING AND ACCOUNTING II		VT 002 361 ED 013 322	15
SYLLABUS.		ELECTRONIC DATA PROCESSING--I, A	
VT 012 673	65	SUGGESTED 2-YEAR POST HIGH SCHOOL	
GENERAL BUSINESS SYLLABUS.		CURRICULUM FOR COMPUTER PROGRAMERS	
NEW YORK STOCK EXCHANGE, N.Y.		AND BUSINESS APPLICATIONS ANALYSTS.	
VT 009 498	50	VT 002 418 ED 013 325	16
UNDERSTANDING FINANCIAL		ELECTRONIC DATA PROCESSING IN	
STATEMENTS; 7 KEYS TO VALUE.		ENGINEERING, SCIENCE, AND	
NORTH CAROLINA STATE BOARD OF		BUSINESS. SUGGESTED TECHNIQUES FOR	
EDUCATION, RALEIGH. DEPT. OF		DETERMINING COURSES OF STUDY IN	
COMMUNITY COLLEGES.		VOCATIONAL AND TECHNICAL EDUCATION	
VT 003 014 ED 013 944	18	PROGRAMS.	
COURT REPORTING. (BUSINESS		VT 004 778 ED 017 721	23
TECHNOLOGY).		FILING AND RELATED OCCUPATIONS,	
VT 003 015 ED 013 945	18	OFFICE OF EDUCATION (DHEW),	
TRAFFIC AND TRANSPORTATION.		WASHINGTON, D.C. BUREAU OF ADULT,	
(BUSINESS TECHNOLOGY).		VOCATIONAL, AND LIBRARY PROGRAMS	
NORTH CAROLINA STATE DEPT. OF PUBLIC		VT 011 140 ED 039 365	57
INSTRUCTION, RALEIGH		INFORMATION COMMUNICATION	
VT 001 873	13	OCCUPATIONS. A SUGGESTED	
EDUCATION FOR BUSINESS.		CURRICULUM GUIDE.	
NORTH DAKOTA UNIV., GRAND FORKS.		OFFICE OF EDUCATION (DHEW),	
VOCATIONAL EDUCATION RESEARCH		WASHINGTON, D.C. DIV. OF MANPOWER	
INFORMATION CENTER.		DEVELOPMENT AND TRAINING	
VT 011 838 ED 047 084	62	VT 009 053	47
BIBLIOGRAPHY OF BUSINESS AND		TRAINING PLAN OUTLINES FOR	
OFFICE EDUCATION DOCUMENTS AS		MANPOWER DEVELOPMENT AND TRAINING	
LISTED IN ABSTRACTS OF		ACT COURSES FOR MEDICAL	
INSTRUCTIONAL MATERIALS IN		SECRETARIES AND MEDICAL	
VOCATIONAL AND TECHNICAL EDUCATION		TRANSCRIBERS.	
(ATM) FALL 1967 TO FALL 1969.			

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
VT 009 091 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY STENOGRAPHERS, STENOGRAPHERS (REFRESHER), AND CLERK STENOGRAPHERS.	47	OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION VT 007 186 WORKSHOP REPORT OF OVERVIEW OF THE INTENSIVE PROGRAM.	36
VT 009 229 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR BOOKKEEPERS AND ACCOUNTING CLERKS.	48	OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION. VT 004 708 ED 017 718 SUGGESTIONS FOR A HIGH SCHOOL VOCATIONAL STENOGRAPHER PROGRAM, A WORKSHOP REPORT.	22
VT 009 250 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR BOOKKEEPING MACHINE OPERATORS, KEY PUNCH OPERATORS, VERIFIER OPERATORS, TRANSCRIBING MACHINE OPERATORS, AND OFFICE MACHINE REPAIRMEN.	48	OHIO STATE UNIV., COLUMBUS VT 007 186 WORKSHOP REPORT OF OVERVIEW OF THE INTENSIVE PROGRAM.	36
VT 009 251 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR EXECUTIVE BILINGUAL SECRETARIES AND CLERICAL SECRETARIES.	49	OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION VT 007 135 ED 023 894 A PLANNING STUDY TO DETERMINE THE FEASIBILITY OF DEVELOPING A NEW BUSINESS AND OFFICE EDUCATION CURRICULUM.	35
VT 009 258 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY GENERAL OFFICE CLERKS, GENERAL OFFICE CLERKS (REFRESHER), AND GENERAL OFFICE CLERKS.	49	OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER. DIV. OF BUSINESS AND OFFICE EDUCATION VT 009 968	51
VT 009 271 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY, REFRESHER, AND GENERAL CLERK TYPISTS.	49	SUGGESTED GUIDE FOR COOPERATIVE OFFICE EDUCATION AND DATA PROCESSING.	
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION VT 004 842 ED 019 484 STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS, VT 011 134 ED 039 363 SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS; A SUGGESTED CURRICULUM GUIDE.	24	OMVIG, CLAYTON VT 012 666 TRAINING IN MAIL ROOM OCCUPATIONS-- A MEANS, NOT AN END.	65
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. BUSINESS AND OFFICE EDUCATION SERVICE VT 005 196 PROPOSAL FOR THE SENIOR INTENSIVE ROE CORE PROGRAM (PRELIMINARY REPORT),	25	ORANGE COAST COLL., COSTA MESA, CALIF. VT 004 859 COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; SUMMARY OF AN IN-SERVICE TRAINING REPORT. VT 004 860 COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; ANNIN-SERVICE TRAINING REPORT.	24
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. BUSINESS AND OFFICE EDUCATION SERVICE. VT 011 837 TRAINING PLANS FOR COOPERATIVE OFFICE EDUCATION.	62	PARFET, JAMES A. VT 012 202 BUSINESS ENGLISH FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS.	25

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
PARKER, WILLIS M.		VT 011 151	58
VT 011 271	59	PHONICS REVIEW FOR SHORTHAND.	
A POSITION PAPER ON ELECTRONIC		VT 011 152	59
DATA PROCESSING CURRICULUM		PHONICS REVIEW FOR SHORTHAND.	
PHILOSOPHY AND A SUGGESTED		TEACHER'S EDITION.	
CURRICULUM GUIDE.			
PENNSYLVANIA STATE DEPT. OF		ROCHESTER CITY SCHOOL DISTRICT, N.Y.	
EDUCATION, HARRISBURG. BUREAU OF		VT 001 971	13
VOCATIONAL, TECHNICAL, AND		BUSINESS LAW 11 OR 12.	
CONTINUING EDUCATION.		VT 006 222	32
VT 012 202	64	BUSINESS ORGANIZATION.	
BUSINESS ENGLISH FOR BUSINESS		VT 006 745	34
EDUCATION DEPARTMENTS IN		DATA PROCESSING I.	
PENNSYLVANIA'S PUBLIC SCHOOLS.			
PENNSYLVANIA STATE DEPT. OF PUBLIC		ROCHESTER CITY SCHOOL DISTRICT, N.Y.	
INSTRUCTION, HARRISBURG		CURRICULUM OFFICE	
VT 000 085	2	VT 006 670	33
DATA PROCESSING FOR BUSINESS		BUSINESS COMMUNICATION.	
EDUCATION DEPARTMENTS IN			
PENNSYLVANIA'S PUBLIC SCHOOLS.		ROMAN, JOHN C.	
		VT 004 334 ED 020 324	21
		THE BUSINESS CURRICULUM. SOUTH	
		WESTERN MONOGRAPHS IN BUSINESS AND	
		ECONOMIC EDUCATION NUMBER 100.	
PENNSYLVANIA STATE DEPT. OF PUBLIC			
INSTRUCTION, HARRISBURG.		ROMAN, JOHN C., AND OTHERS	
VT 005 992	28	VT 004 776 ED 022 015	23
SHORTHAND FOR BUSINESS EDUCATION		COMPUTING AND ACCOUNTING OFFICE	
DEPARTMENTS IN PENNSYLVANIA'S		OCCUPATIONS; SUGGESTED CURRICULA	
PUBLIC SCHOOLS.		GUIDE.	
PENNSYLVANIA STATE DEPT. OF PUBLIC		RONFY, MAURICE W., AND OTHERS	
INSTRUCTION, HARRISBURG. BUREAU OF		VT 002 361 ED 013 322	15
VOCATIONAL, TECHNICAL AND CONTINUING		ELECTRONIC DATA PROCESSING--I, A	
EDUC.		SUGGESTED 2-YEAR POST HIGH SCHOOL	
VT 003 272	19	CURRICULUM FOR COMPUTER PROGRAMERS	
THE BUSINESS EDUCATION CURRICULUM.		AND BUSINESS APPLICATIONS ANALYSTS.	
PETERSON, CLARENCE E.		RUTGERS, THE STATE UNIV., NEW	
VT 002 418 ED 013 325	16	BRUNSWICK, N.J.	
ELECTRONIC DATA PROCESSING IN		VT 002 929 ED 014 560	17
ENGINEERING, SCIENCE, AND		OFFICE MACHINES.	
BUSINESS. SUGGESTED TECHNIQUES FOR		VT 003 165 ED 013 951	19
DETERMINING COURSES OF STUDY IN		DATA PROCESSING, LABORATORY	
VOCATIONAL AND TECHNICAL EDUCATION		PROCEDURES AND THEORY, COURSE OF	
PROGRAMS.		STUDY.	
		VT 003 996	20
PHILLIPS, HELEN L.		TEACHING TYPING, 1.	
VT 008 307	42	VT 004 385	21
TECHNICAL TYPEWRITING.		BUSINESS EDUCATION, BUSINESS	
		ORIENTATION, TEACHERS GUIDE.	
PIESLAK, RAYMOND F.			
VT 006 731	34	RUTGERS, THE STATE UNIV., NEW	
ABOUT TYPEWRITING.		BRUNSWICK, N.J. CURRICULUM LAB.	
		VT 010 465	54
PROGRAMS FOR ACHIEVEMENT IN READING,		DATA PROCESSING, A COURSE OF STUDY.	
INC., PROVIDENCE, R.I.		VT 012 708	66
VT 011 142	58	A GUIDE TO THE USE OF	
TYPEWRITING FOR BUSINESS;		TRANSPARENCIES FOR THE BUSINESS	
TYPEWRITING BY A WHOLE (GESTALT)		EDUCATION TEACHER (BUSINESS SKILL	
METHOD. TEACHER'S MANUAL AND KEY.		AREAS).	
VT 011 143	58		
TIMED WRITING, NO. 1-7.			
VT 011 145	58		
TYPEWRITING FOR BUSINESS;			
TYPEWRITING BY A WHOLE (GESTALT)			
METHOD.			

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
SAN DIEGO STATE COLL., CALIF. BUREAU OF BUSINESS AND ECONOMIC RESEARCH. VT 000 081 ED 012 306 AUDIO-VISUAL AIDS FOR AUTOMATION.	2	VT 006 198 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 5.	29
SAN MATEO UNION HIGH SCHOOL DISTRICT, CALIF. VT 012 221 CALCULATING MACHINES 1.	64	VT 006 199 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 6.	30
VT 012 222 CALCULATING MACHINES 2.	65	VT 006 200 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 7.	30
SAN MATEO UNION HIGH SCHOOL DISTRICT, CALIF. EDUCATIONAL SERVICES CENTER. VT 012 128 ED (SEE JUN '71 RTE) TERMINAL PERFORMANCE OBJECTIVES FOR SELECTED PROGRAMS IN BUSINESS EDUCATION, DISTRIBUTIVE EDUCATION, WORK EXPERIENCE EDUCATION, AND CAREER GUIDANCE.	64	VT 006 201 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 8.	30
VT 012 135 TERMINAL PERFORMANCE OBJECTIVES FOR A PHASED SHORTHAND PROGRAM IN BUSINESS EDUCATION.	64	VT 006 202 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 9.	31
SANGSTON, H. EARL VT 006 468 SUGGESTED MANAGEMENT GUIDES;	33	VT 006 203 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 10.	31
SATLOW, I. DAVID VT 000 686 DEVELOPING RESOURCE FILES FOR INTRODUCTION TO BUSINESS.	5	VT 006 204 MANAGEMENT AIDS FOR SMALL MANUFACTURERS.	31
SCHWEET, RAY G. VT 006 397 BUSINESS EDUCATION IN THE SECONDARY SCHOOL.	33	VT 006 468 SUGGESTED MANAGEMENT GUIDES;	33
SEARLE, ORA VT 001 096 A UNIFORM EDUCATIONAL PROGRAM FOR MACHINE TRANSCRIPTION FOR USE IN GRADES 11 AND 12.	7	SMITH, MAGGIE RITTER VT 001 326 TEACHING PERSONAL DEVELOPMENT FOR OCCUPATIONAL PREPARATION. A TEACHER'S MANUAL.	11
SELDEN, WILLIAM H., JR. VT 003 272 THE BUSINESS EDUCATION CURRICULUM.	19	SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION VT 008 823 STANDARD TYPEWRITER KEYBOARD; TEN- KEY ADDING MACHINE KEYBOARD ARRANGEMENTS AND TRANSPARENCIES ON SHORTHAND PAD (TRANSPARENCY MASTERS).	43
SIMPSON, MARSHALL, ED. VT 000 671 BUSINESS EDUCATION, GRADES 10-12, A CURRICULUM GUIDE FOR TEACHER AND COUNSELOR USE.	5	VT 008 937 WRITING POSITIONS (TRANSPARENCY MASTERS).	45
SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C. VT 006 195 MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 1.	28	VT 008 939 BRIEF FORMS (TRANSPARENCY MASTERS).	45
VT 006 196 MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 2.	29	VT 008 940 DIFFICULT WORDS (TRANSPARENCY MASTERS).	46
VT 006 197 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 4.	29	VT 008 941 PUNCTUATION RULES (TRANSPARENCY MASTERS).	46
		VT 008 942 LETTER STYLES (TRANSPARENCY MASTERS).	46
		VT 008 943 JOINED WORD BEGINNINGS (TRANSPARENCY MASTERS).	46
		SOUTH-WESTERN PUBLISHING CO., CINCINNATI, OHIO VT 004 778 ED 017 721 FILING AND RELATED OCCUPATIONS,	23

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
SOUTH-WESTERN PUBLISHING CO., CINCINNATI, OHIO		TECHNICAL EDUCATION CONSORTIUM, INC., HARTFORD, CONN.	
VT 004 776 FD 022 015	23	VT 006 873 FD 022 926	34
COMPUTING AND ACCOUNTING OFFICE OCCUPATIONS; SUGGESTED CURRICULA GUIDE.		DEVELOPMENT OF A CURRICULUM TO MEET CHANGING MANPOWER NEEDS OF THE COMPUTER AND BUSINESS MACHINE INDUSTRIES; INTERIM DEVELOPMENTS. FINAL REPORT.	
VT 008 249	42		
A SUGGESTED CURRICULUM GUIDE FOR TYPING AND RELATED OCCUPATIONS.			
		TEXAS EDUCATION AGENCY, AUSTIN	
SPARKS, MAVIS C.		VT 002 728	16
VT 001 407	12	SHORTHAND I (FIRST YEAR), COURSE GUIDE.	
BUSINESS FORMS: TRANSPARENCY MASTERS		VT 005 440	27
VT 002 786 FD 013 330	16	TYPEWRITING 8, TYPEWRITING 1, TYPEWRITING 2, COURSE GUIDES.	
GENERAL BUSINESS UNIT, THE INFLUENCE OF AUTOMATION ON BUSINESS AND PERSONAL LIFE.		VT 005 441	27
VT 003 142	19	GENERAL BUSINESS, COURSE GUIDE.	
OFFICE PRACTICE UNIT -- CHECKER, CASH CLERK, AND CASHIER TRAINING (USE OF THE CASH REGISTER AND RELATED ACTIVITIES). (BOE OFFICE PRACTICE 1-1).			
VT 004 924	25	TEXAS UNIV., AUSTIN, INSTRUCTIONAL MATERIALS LAB.	
OFFICE PRACTICE, GENERAL BUSINESS. UNIT--CAREERS IN BUSINESS AND OFFICE OCCUPATIONS.		VT 000 133	2
VT 007 148	35	A RESOURCE UNIT FOR HOW OUR BUSINESS SYSTEM OPERATES, TEACHER'S HANDBOOK.	
OFFICE PRACTICE UNIT: HANDLING THE MAIL.			
VT 007 150	35	THOMPSON, EMILY D., AND OTHERS	
HANDLING THE MAIL, TRANSPARENCY MASTERS.		VT 001 018 FD 021 953	7
VT 007 151	35	SUGGESTIONS FOR TEACHING BUSINESS PUPILS OF DIFFERENT ABILITY LEVELS-- WITH SPECIAL EMPHASIS ON PUPILS EXPERIENCING DIFFICULTY.	
FINDING A JOB; TRANSPARENCY MASTERS.			
VT 007 152	36	TILTON, THEODORE	
OFFICE PRACTICE UNIT: FINDING AND APPLYING FOR A JOB.		VT 004 860	25
VT 007 359	37	COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; ANNIN-SERVICE TRAINING REPORT.	
TRANSPARENCY MASTERS. AUTOMATION AND DATA PROCESSING.			
VT 007 512	38	TOLEDO UNIV., OHIO, BUSINESS AND OFFICE EDUCATION SERVICE	
ENRICHMENT MATERIALS FOR OFFICE PRACTICE AND OFFICE MACHINES CLASSES. MATERIALS FOR BASIC INSTRUCTION AND NON-THE-JOB TRAINING CLINICS, SOURCE LIST.		VT 005 196	25
VT 007 700	38	PROPOSAL FOR THE SENIOR INTENSIVE BOE CORE PROGRAM (PRELIMINARY REPORT).	
TRANSPARENCIES FOR BUSINESS CLASSES. SOURCE LIST.			
VT 008 236	42	UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY	
SIMULATED OFFICE PRACTICE. TEACHER'S GUIDE.		VT 009 967	51
		BUSINESS AND MARKETING EDUCATION GUIDE.	
STANISLAUS COUNTY MULTI-OCCUPATIONAL ADULT TRAINING PROJECT, MODESTO, CALIF.			
VT 008 910	44	VIRGINIA STATE BOARD OF EDUCATION, RICHMOND, BUSINESS EDUCATION SERVICE	
BOOKKEEPER II.		VT 000 609	4
		TEACHING GUIDE FOR VOCATIONAL OFFICE TRAINING,	
		VT 000 654	5
		TEACHING GUIDE IN BUSINESS EDUCATION, PART IV,	
		VT 000 655	5
		BUSINESS EDUCATION, PART II,	
		VT 005 449	27
		SUGGESTED NEW CURRICULUM PATTERNS FOR OFFICE OCCUPATIONS EDUCATION.	

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

	PAGE		PAGE
VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. BUSINESS EDUCATION SERVICE VT 007 306	37	WEST, LEONARD J. VT 011 596 FD 042 052	61
INTRODUCTION TO DATA PROCESSING FOR BUSINESS TEACHERS; A STUDY GUIDE.		PROGRAMED INSTRUCTION FOR DECISION- MAKING ASPECTS OF TYPING TASKS.	
W.W. HOLDING TECHNICAL INST., RALEIGH, N.C. OCCUPATIONAL EDUCATION. VT 011 271	59	WESTERN TAPE, MOUNTAIN VIEW, CALIF. BUSINESS EDUCATION DEPT. VT 010 208	53
A POSITION PAPER ON ELECTRONIC DATA PROCESSING CURRICULUM PHILOSOPHY AND A SUGGESTED CURRICULUM GUIDE.		AUDIO AIDS FOR BUSINESS EDUCATION, 1970.	
WALKER, ROBERT A., ED. VT 000 671	5	WILLIS, JOSEPHINE C. VT 008 913	45
BUSINESS EDUCATION, GRADES 10-12, A CURRICULUM GUIDE FOR TEACHER AND COUNSELOR USE.		COORDINATOR'S HANDBOOK, COOPERATIVE OFFICE EDUCATION.	
WASHINGTON STATE BOARD FOR VOCATIONAL EDUCATION, OLYMPIA VT 001 168 FD 023 784	9	WISCONSIN UNIV., MADISON. VT 006 392	32
DATA PROCESSING; A SUGGESTED TWO- YEAR POST HIGH SCHOOL CURRICULUM. SECOND EDITION.		A GUIDE FOR THE HIGH SCHOOL COORDINATING TEACHER IN DEVELOPING A COOPERATIVE OFFICE EDUCATION PROGRAM.	
WEBER COUNTY SCHOOL DISTRICT, UTAH. VT 013 031	66	WOLF, WILLIAM J. VT 010 465	54
A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME I.		DATA PROCESSING, A COURSE OF STUDY.	
VT 013 032	66	WOODIN, RALPH VT 002 797 FD 013 332	17
A BUSINESS EDUCATION INDIVIDUALIZED CONTINUOUS PROGRESS RESEARCH CURRICULUM DEVELOPMENT STUDY. VOLUME II.		SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION, A REPORT OF A WORKSHOP ON SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION (NEW MEXICO STATE UNIVERSITY, CARLSBAD BRANCH, AUGUST 8-24, 1966).	
VT 013 040	66		
INDIVIDUALIZED VOCATIONAL CURRICULUM FOR SECRETARIAL AND CLERICAL OFFICE PROCEDURES AT WEBER HIGH SCHOOL.			
WEITZ, ALVIN VT 024 385	21		
BUSINESS EDUCATION, BUSINESS ORIENTATION, TEACHERS GUIDE.			
WELLS, INFZ RAY VT 025 196	25		
PROPOSAL FOR THE SENIOR INTENSIVE BOE CORE PROGRAM (PRELIMINARY REPORT).			
WEST VIRGINIA DEPT. OF VOCATIONAL EDUCATION, CHARLESTON VT 001 286 FD 021 955	10		
TODAY'S PREPARATION FOR TOMORROW'S JOBS. CURRICULUM GUIDE AND HANDBOOK.			

CONVERSION OF DOCUMENT NUMBER INDEX

VT 000 064	*ED 015 349	VT 002 739	*ED 034 074	VT 006 202	*ED 028 305
VT 000 081	ED 012 306	VT 002 786	ED 013 330	VT 006 203	*ED 028 305
VT 000 085	*ED 022 971	VT 002 797	ED 013 332	VT 006 204	*ED 028 305
VT 000 424	ED 017 626	VT 002 929	ED 014 560	VT 006 222	*ED 034 074
VT 000 444	*ED 041 177	VT 003 001	ED 013 942	VT 006 392	*ED 053 339
VT 000 459	*ED 030 770	VT 003 002	ED 013 334	VT 006 396	*ED 037 585
VT 000 600	ED 023 783	VT 003 003	*ED 013 339	VT 006 397	*ED 034 074
VT 000 609	*ED 022 971	VT 003 014	ED 013 944	VT 006 467	*ED 030 770
VT 000 652	*ED 022 971	VT 003 015	ED 013 945	VT 006 468	*ED 030 770
VT 000 654	*ED 022 971	VT 003 124	ED 013 335	VT 006 670	*ED 037 585
VT 000 655	*ED 022 971	VT 003 142	*ED 015 349	VT 006 720	*ED 034 074
VT 000 671	*ED 041 177	VT 003 165	ED 013 951	VT 006 731	*ED 034 074
VT 000 686	*ED 022 971	VT 003 272	*ED 030 770	VT 006 745	*ED 037 585
VT 000 831	*ED 041 177	VT 003 598	*ED 037 585	VT 006 873	ED 022 926
VT 000 879	ED 017 635	VT 003 749	*ED 028 305	VT 007 135	ED 023 894
VT 000 882	*ED 041 177	VT 003 996	*ED 020 442	VT 007 148	*ED 030 770
VT 000 926	*ED 041 177	VT 004 028	*ED 037 585	VT 007 150	*ED 030 770
VT 001 018	ED 021 953	VT 004 042	*ED 049 382	VT 007 151	*ED 030 770
VT 001 087	*ED 042 931	VT 004 297	*ED 022 971	VT 007 152	*ED 030 770
VT 001 092	*ED 030 770	VT 004 334	ED 020 324	VT 007 176	*ED 034 074
VT 001 096	*ED 028 305	VT 004 385	*ED 017 746	VT 007 186	*ED 041 177
VT 001 097	*ED 022 971	VT 004 520	ED 022 005	VT 007 193	*ED 034 074
VT 001 155	*ED 022 971	VT 004 708	ED 017 718	VT 007 235	*ED 037 585
VT 001 156	*ED 022 971	VT 004 747	*ED 028 305	VT 007 306	*ED 032 434
VT 001 157	*ED 022 971	VT 004 776	ED 022 015	VT 007 359	*ED 032 434
VT 001 158	*ED 022 971	VT 004 777	ED 017 720	VT 007 512	*ED 032 434
VT 001 168	ED 023 784	VT 004 778	ED 017 721	VT 007 692	*ED 037 585
VT 001 224	*ED 022 971	VT 004 811	*ED 030 770	VT 007 700	*ED 032 434
VT 001 226	*ED 022 971	VT 004 842	ED 019 484	VT 007 786	*ED 041 177
VT 001 229	*ED 028 305	VT 004 857	*ED 022 971	VT 007 813	*ED 032 434
VT 001 286	ED 021 955	VT 004 859	*ED 030 770	VT 007 975	*ED 037 585
VT 001 315	*ED 042 931	VT 004 860	*ED 030 770	VT 007 976	*ED 037 585
VT 001 326	*ED 030 770	VT 004 924	*ED 022 971	VT 007 977	*ED 037 585
VT 001 348	*ED 034 074	VT 005 196	*ED 028 305	VT 007 978	*ED 037 585
VT 001 407	*ED 032 434	VT 005 280	*ED 022 971	VT 008 057	*ED 034 074
VT 001 446	*ED 022 971	VT 005 281	*ED 022 971	VT 008 070	*ED 032 434
VT 001 529	*ED 022 971	VT 005 282	*ED 022 971	VT 008 130	*ED 037 585
VT 001 577	*ED 037 585	VT 005 440	*ED 034 074	VT 008 134	*ED 037 585
VT 001 601	ED 016 049	VT 005 441	*ED 032 434	VT 008 236	*ED 032 434
VT 001 873	*ED 045 856	VT 005 449	*ED 022 971	VT 008 249	*ED 034 074
VT 001 881	*ED 045 856	VT 005 902	*ED 053 339	VT 008 482	*ED 034 074
VT 001 971	*ED 034 074	VT 006 189	*ED 034 074	VT 008 585	*ED 032 434
VT 001 987	*ED 030 770	VT 006 190	*ED 034 074	VT 008 706	*ED 034 074
VT 002 252	*ED 013 339	VT 006 195	*ED 028 305	VT 008 823	*ED 034 074
VT 002 256	*ED 017 746	VT 006 196	*ED 028 305	VT 008 839	*ED 037 585
VT 002 310	ED 017 660	VT 006 197	*ED 028 305	VT 008 840	*ED 037 585
VT 002 324	*ED 015 349	VT 006 198	*ED 028 305	VT 008 910	*ED 037 585
VT 002 361	ED 013 322	VT 006 199	*ED 028 305	VT 008 913	*ED 037 585
VT 002 418	ED 013 325	VT 006 200	*ED 028 305	VT 008 923	*ED 037 585
VT 002 728	*ED 020 442	VT 006 201	*ED 028 305	VT 008 937	*ED 034 074

This index is cumulative from Fall 1967 through Fall 1971. ED numbers designated with asterisks refer to AIM Microfiche Collections.

CONVERSION OF DOCUMENT NUMBER INDEX

VT 008 939	*ED 034 074	VT 011 359	ED 041 140
VT 008 940	*ED 034 074	VT 011 418	*ED 049 382
VT 008 941	*ED 034 074	VT 011 532	ED 041 174
VT 008 942	*ED 034 074	VT 011 575	*ED 049 382
VT 008 943	*ED 034 074	VT 011 596	ED 042 052
VT 008 992	*ED 037 585	VT 011 939	ED 047 084
VT 009 047	*ED 037 585	VT 012 128	ED 048 448
VT 009 053	*ED 034 074	VT 012 135	ED 048 449
VT 009 091	*ED 034 074	VT 012 547	ED 047 145
VT 009 174	*ED 037 585	VT 012 673	*ED 053 339
VT 009 191	*ED 037 585	VT 012 708	*ED 053 339
VT 009 229	*ED 034 074		
VT 009 250	*ED 034 074		
VT 009 251	*ED 034 074		
VT 009 258	*ED 034 074		
VT 009 271	*ED 034 074		
VT 009 363	*ED 037 585		
VT 009 364	*ED 037 585		
VT 009 365	*ED 037 585		
VT 009 498	*ED 037 585		
VT 009 527	*ED 045 856		
VT 009 673	*ED 041 177		
VT 009 965	*ED 042 931		
VT 009 967	*ED 041 177		
VT 009 968	*ED 041 177		
VT 009 972	*ED 049 382		
VT 009 977	*ED 041 177		
VT 010 114	*ED 045 856		
VT 010 207	*ED 042 931		
VT 010 208	*ED 042 931		
VT 010 245	*ED 045 856		
VT 010 266	*ED 042 931		
VT 010 465	*ED 045 856		
VT 010 558	ED 037 566		
VT 010 600	*ED 042 931		
VT 010 611	*ED 045 856		
VT 010 615	*ED 045 856		
VT 010 747	*ED 045 856		
VT 010 773	*ED 045 856		
VT 010 774	*ED 045 856		
VT 010 775	*ED 045 856		
VT 010 776	*ED 045 856		
VT 010 971	ED 042 074		
VT 011 127	*ED 049 382		
VT 011 128	*ED 049 382		
VT 011 134	ED 039 363		
VT 011 140	ED 039 365		
VT 011 142	*ED 045 856		
VT 011 143	*ED 045 856		
VT 011 145	*ED 045 856		
VT 011 151	*ED 045 856		
VT 011 152	*ED 045 856		
VT 011 169	*ED 045 856		
VT 011 268	ED 041 125		
VT 011 271	*ED 049 382		

END